6. PMC SYSTEM OVERVIEW

This chapter provides basic instructions for starting and navigating through the FIMS PMC System and discusses the System's menu structure.

This interactive system is designed to allow for:

- Maintenance of data on funding documents (basic and amendments), from initial entry as funding action requests (FARs) through full obligation or liquidation
- Maintenance of supporting and reference data on Subheads, Resource Control Numbers, Budget Activities, Appropriation, and Program Managers
- Tracking, through on-line queries and displays and printed reports, the status of documents and reference entities
- Exchange of accounting information with the mainframe-based Headquarters Accounting System (HAS) and Standard Accounting, Budgeting and Reporting System (SABRS)

6.1 GETTING STARTED

Log on to the network and start the FIMS program by double clicking on the FIMS icon with the left mouse button. The FIMS Main Screen (Figure 6-1) will be displayed.

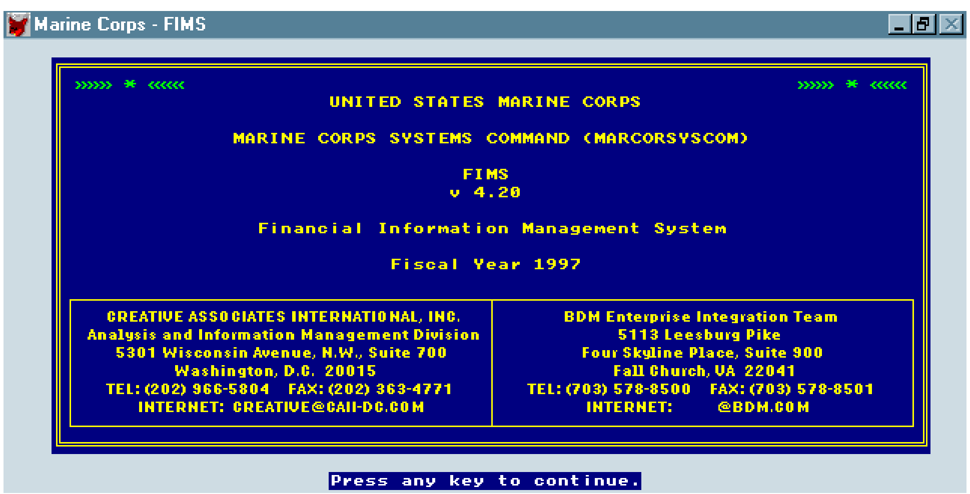


Figure 6-1: FIMS Main Screen

The current software version and Fiscal Year are prominently displayed in the middle of this screen. As instructed on the bottom of the display, press any key for the next screen.

The next screen (Figure 6-2) will ask you for your password. To continue, enter your password and press the **Enter** key. You have three chances to enter the correct information. After the third attempt, and if the password is still incorrect, the system will abort further attempts at gaining access to the FIMS programs.

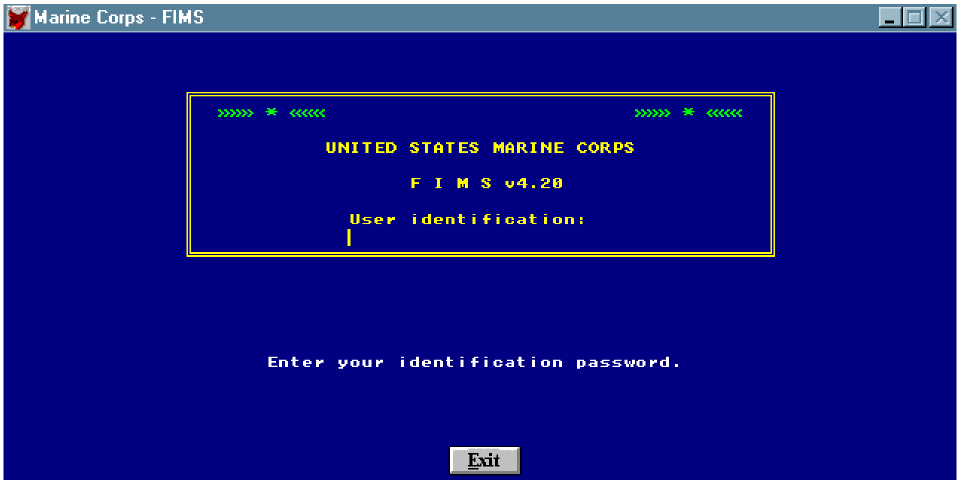


Figure 6-2: Password ID Dialog Box

If your password is accepted by the system, the PMC Main Menu (Figure 6-3) is displayed.

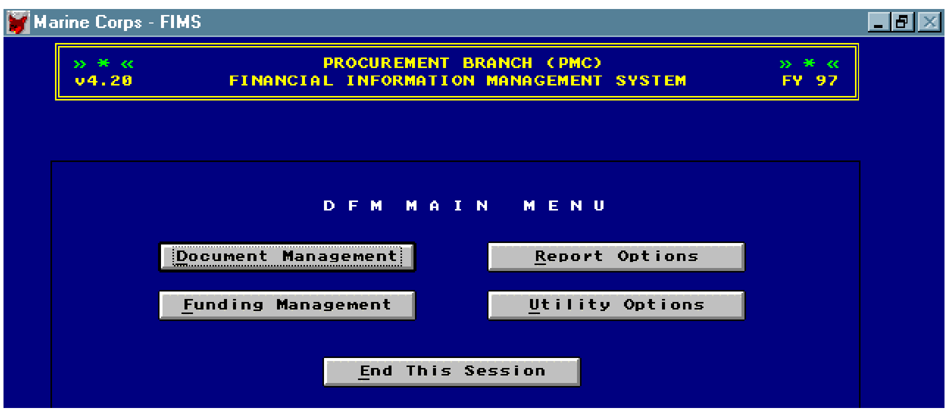


Figure 6-3: PMC Main Menu

6.2 MENU STRUCTURE

An expanded PMC menu tree is provided in Appendix D. The PMC Main Menu contains four function buttons for accessing the various activities in the program. They are:

Document Management develop and track various types of funding, non-travel and travel ***documents***

Funding Management modify and transfer ***funds***; view and manipulate data in budget activities, subheads, PM codes and field activities

Report Options display and print out a number of different ***reports***

Utility Options manage users and passwords and change or create a fiscal year

6.3 DOCUMENT MANAGEMENT

When this option is selected, the Document Management Menu (Figure 6-4) is displayed.

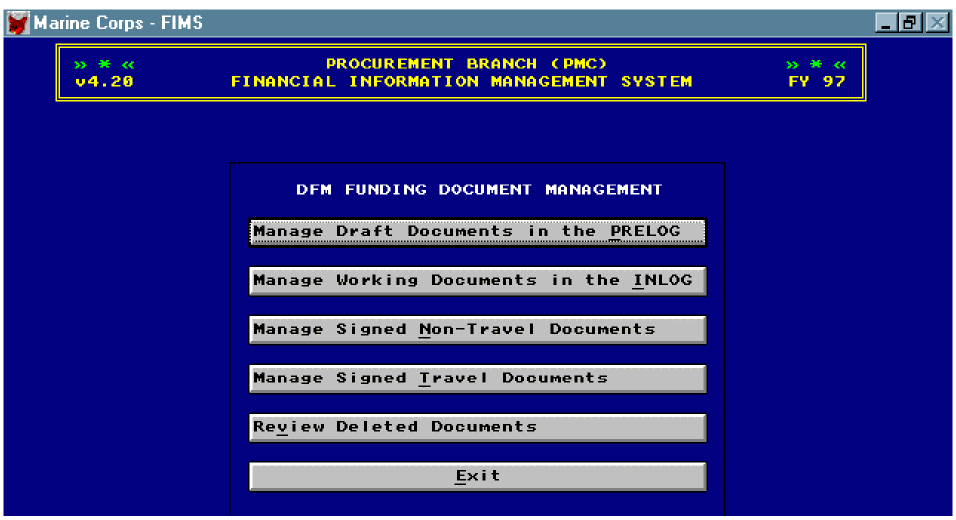


Figure 6-4: Document Management Menu

The four options available in this menu are summarized below:

Manage Draft Documents in the PRELOG	generate draft documents; view and edit documents in Prelog; submit documents to Inlog for review and approval; review reasons for rejection of documents from Inlog
Manage Working Documents in INLOG	review documents from Prelog and commit or reject back to Prelog with an explanation; generate draft documents; delete a form; place a document on hold; edit the contents of a document
Manage Signed Non-Travel Documents	review non-travel documents which have been approved; obligate funds; cancel documents
Manage Signed Travel Documents	review approved travel documents

There are six types of documents supported by this system. Each document has some different qualities which set it apart from each of the others. These differences have to do with the information associated with the document type and how the document is handled.

Listed in Table 6-1 below are the six document types and their characteristics:

Table 6-1: Document Types and Characteristics

Document Type	Characteristics
Request for Contractual Procurement (RC)	• Committed and obligated separately • Can be obligated in parts • Funds can be obligated or deobligated • Has only one document amount • Basic document can be rejected if no funds are obligated • A negative amendment must be confirmed in order for it to take effect • A negative amendment having sufficient funds and is to be committed cannot be left unconfirmed • A negative amendment lacking sufficient funds and is to be committed will be left unconfirmed • Documents are not liquidated • A negative amendment may need to be rejected after confirmation • A positive amendment can be rejected if there are enough funds deobligated for the entire document (cumulative)

Work Request (WR)	• Documents have only one document amount • Documents can be committed and obligated at the same time • Committed funds are obligated against the basic document or amendment which they were committed under • Documents cannot be obligated in parts, only in full (applies only when there are no amendments) • Documents can be deobligated once they have been obligated • A negative amendment must be obligated in order to take effect • If a negative amendment is to be committed and there are sufficient funds, it can be obligated at commitment or committed and left unobligated • If a negative amendment is to be committed and there are insufficient funds, it can be left unobligated • Documents are not liquidated • A basic document can be rejected if it is not obligated and has no obligated amendments • An amendment can be rejected if it is not obligated
Military Interdepartmental Purchase Request (MP)	• Looks and acts like an RC with one exception: If a negative amendment is to be committed and there are sufficient funds, the amendments can be committed and confirmed or committed and left unconfirmed
Purchase Order (PO)	• Looks and acts like a Work Request with one exception: The period of performance date is mandatory

Travel Order (TO)	• Documents have three amounts which compose the total document amount: per diem, transportation and other • Documents can be committed and obligated at the same time • Committed funds are obligated against the basic document or amendment which they were committed under • Documents can be obligated in parts, based on actual liquidation amount • Negative amendments must be obligated at commitment • Documents can be liquidated • Documents can be deobligated once they have been obligated • Documents can be canceled • Documents cannot be rejected
Military Standard Requisitioning and Issue Procedure (MS)	• Documents have only one document amount • Documents must be committed and obligated at the same time • Committed funds are obligated against the basic document or amendment which they were committed under • Documents are committed/obligated in pieces as the individual items are either ordered or received (depends on documentation provided) • Negative amendments must be obligated at commitment • Documents can be deobligated once they have been obligated • Documents are not liquidated • A basic document can be rejected • An amendment can be rejected • Documents cannot be canceled

For those document numbers that are based, in part, on the source of funds, that element of the document number will be based on the source of funds for the first line of accounting on the document.

For the PMC Branch, a breakdown of the document number is as follows:

<u>Document Number</u>: M95450*fydt?????*
- fy 2 digit fiscal year that document was created
- dt 2 character document type

<u>Non-travel document number</u>: M95450*fydtfbxxx*
- f 1 digit fiscal year of funds
- b 1 digit budget activity
- xxx 3 digit sequential for each budget activity, starts at 001

<u>Travel Order document number</u>: M95450*fy*T*cfb*xxx
- c 1 character category of traveler
- b 1 digit budget activity
- xxx 3 digit sequential number entered by the user

☹ ***The budget analyst/reviewer has the option of overwriting the entire document number.***

6.3.1 DRAFT DOCUMENTS IN THE PRELOG

Click on **Manage Draft Documents in the PRELOG** and a list of all documents in Prelog is displayed (Figure 6-5). Documents identified as Drafts are new funding action requests (FARs) which have not yet been submitted to the budget analyst for review and approval. Drafts which have been submitted to the budget analyst in the Inlog have a document number assigned to them (e.g., M9545096RC62016-2). This unique identifier is assigned by the reviewer when the Draft is submitted to the Inlog.

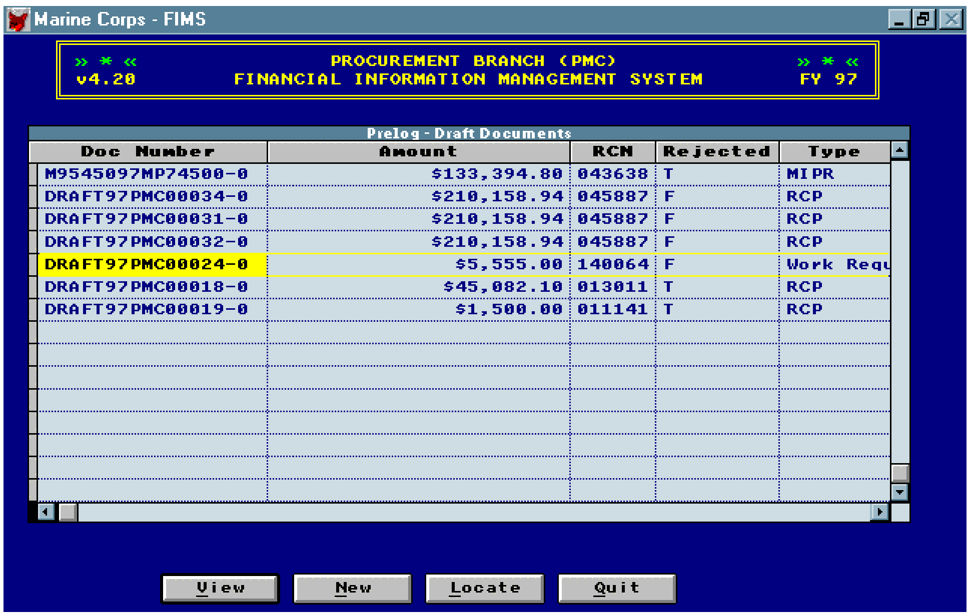


Figure 6-5: Prelog Documents

6.3.1.1 VIEWING, LOCATING AND EDITING EXISTING DOCUMENTS

To view a particular document, highlight the document number and click on **View**. To quickly locate a document in a long list, click on **Locate** and an insert will appear prompting you to enter the document's last four digits and amendment number:

Enter the appropriate information and press the Enter key. If the document exists, the document number will be highlighted. To view its contents, click on **View** If the document number doesn't exist, a display will inform you that the document doesn't exist. If it does, it will appear on screen (Figure 6-6).

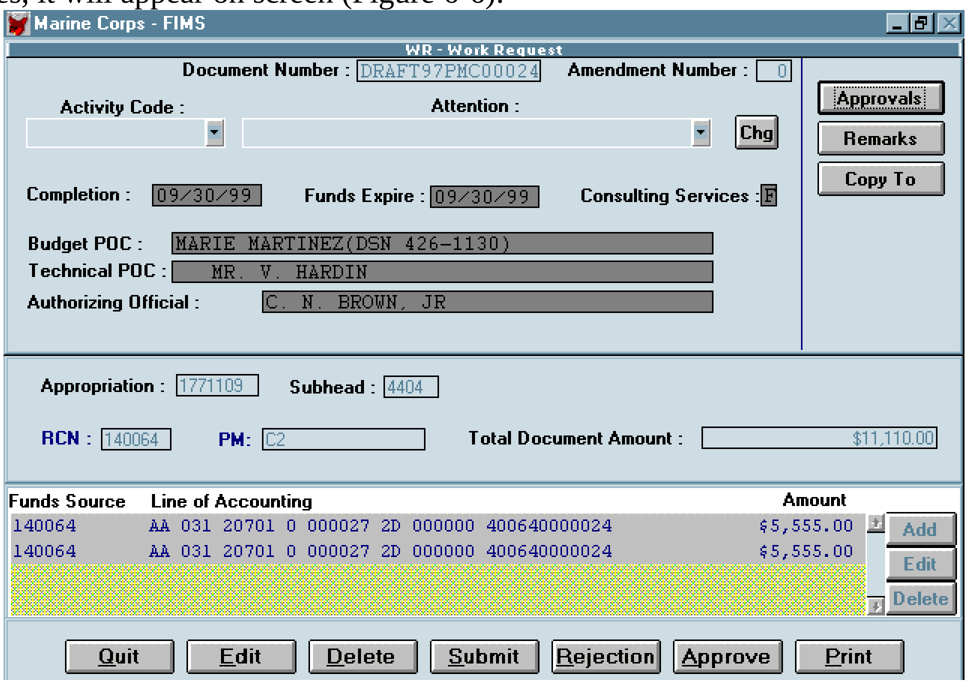


Figure 6-6: Document Display

To edit a document, select the **Edit** button located along the bottom of the form. While in the edit mode, the option buttons will change. You'll only be able to Cancel or Save your changes (Figure 6-7).

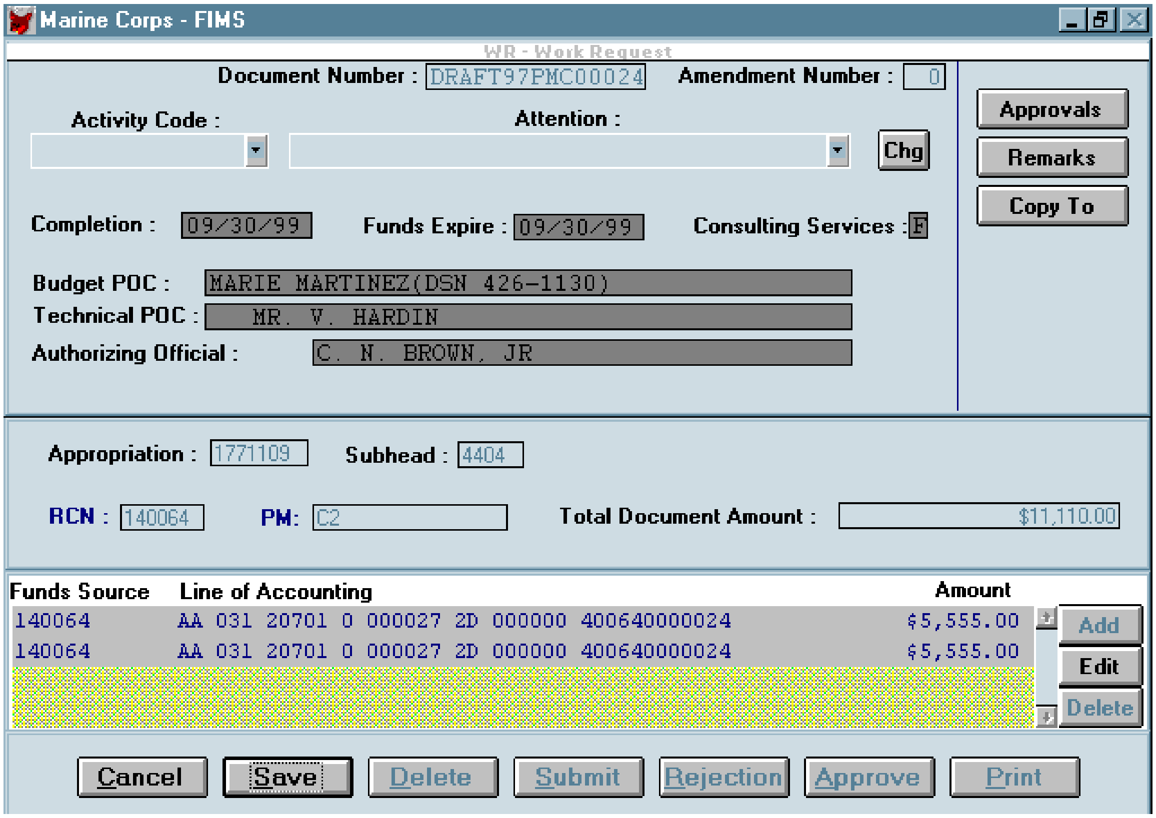


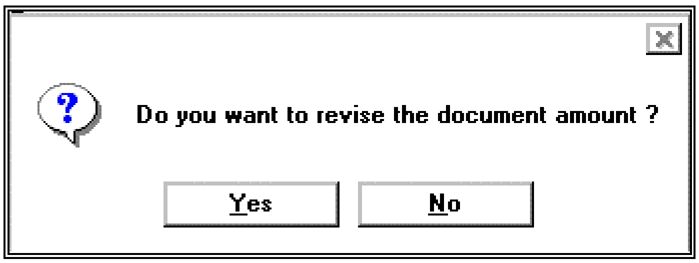
Figure 6-7: Prelog Edit Mode

In addition, the following option buttons are available (right side of form display):

Approvals	view approval, editorial, rejection and submission activities taken on this form
Remarks	view/add general comments in the Remarks box which is attached to the form
Items	view/add data items which are relevant to certain form types (button is disabled on forms not supported by this function)
Delivery	view/write delivery instructions for this document
Shipping	view/input shipping instructions for this particular document
Copy To	view/identify agency names and individuals who will receive a copy of the completed form

While in the edit mode, tab through the various fields and change/add values as required. Certain fields will contain a drop list from which you can select a field entry. To view the list, leave the field blank and press the Enter key. If any changes conflict with established parameters, an appropriate message will be displayed. An example of one message which could be displayed due to funding conflicts is:

Clicking on the OK button will yield the following display:



The user has the option of revising the document amount or proceeding without making an adjustment. Once the appropriate changes are made and the Save option is selected, the following display will confirm the save action:

Click on OK to complete the save activity.

Other options available while ***viewing*** a document (Figure 6-6) are:

Quit return to the previous screen

Delete delete the current form

Submit forward form to Inlog for Budget Analyst to review

Rejection review reason(s) for rejection of form (activated only when form is rejected from Inlog)

Approve review historical action data on document or, if authorized, approve this document's FAR

Print produce hardcopy of information on the appropriate form

6.3.1.2 CREATING A NEW BASIC FORM OR AMENDING AN EXISTING FORM

Select **New** from the Prelog Draft Documents screen (Figure 6-5) to create a New Basic form or Amend an existing form. The next screen prompts the user to select between creating a new basic form or amending an existing document (Figure 6-8).

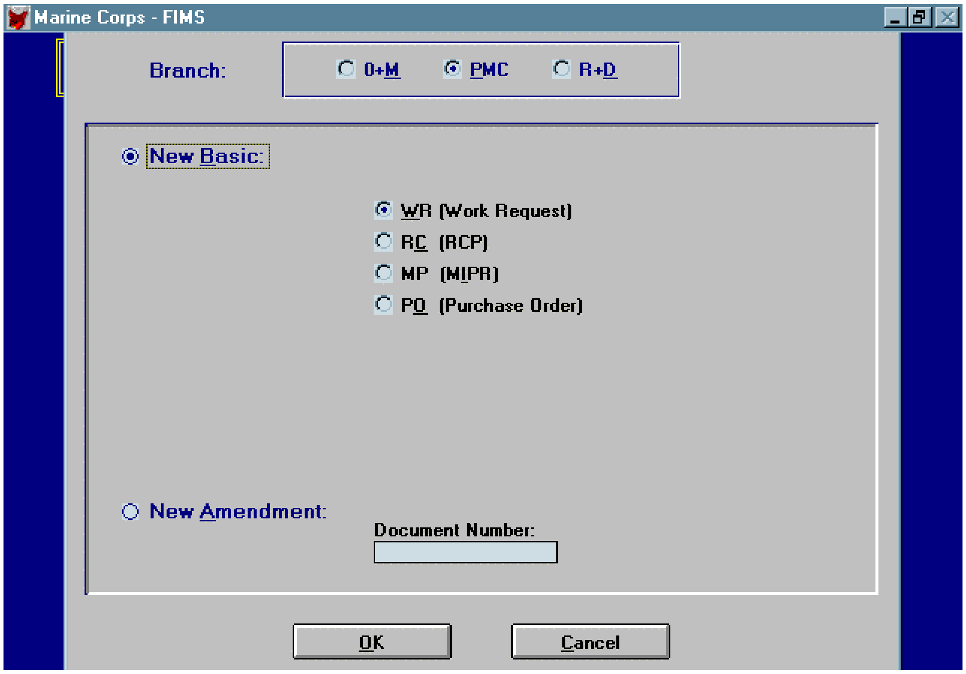


Figure 6-8: New Form Dialog Box

The Branch designator (O&M, PMC or R&D) is automatically marked based on your password. If New Basic is chosen, the user is required to select one of the six forms listed, click on OK, and the appropriate blank form will appear (Figure 6-9).

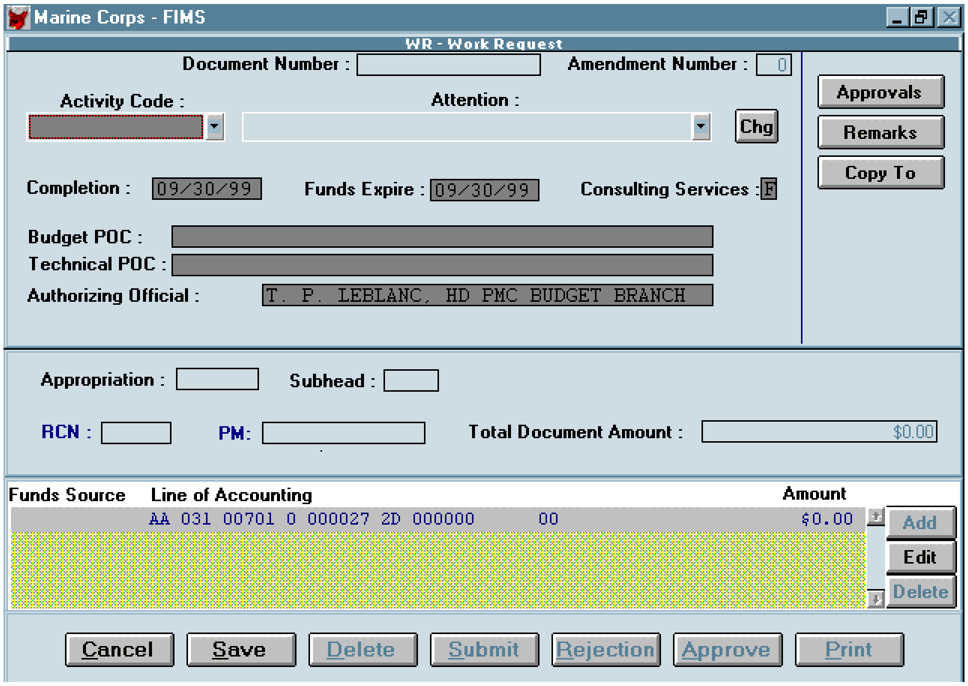


Figure 6-9: New Blank Form

Table 6-2 contains information regarding entry fields on a form.

Table 6-2 : Form Field Description

Fields	***Description***
Document Number	Unique tracking number assigned by the system.
Amendment Number	Identifies the number of revisions made to the document.
Activity Code	Identifies the addressee; created by DFM Budget Analyst.
Attention	Office code and/or Point of Contact of Addressee.
Change (Chg)	Change the default attention line
Completion	Date action is to be completed.
Funds Expire	Expiration date of funds used.
Consulting Services	A true/false field, that defaults to false. Identifies whether Contractor Consulting Services are used.
Budget POC	Drop down list with DFM analysts.
Technical POC	Name and phone # of Project Officer or other point of contact.
Authorizing Official	Official with Signature Authority.

Clicking on **Edit** in the Funds Source, Line of Accounting box yields the funding and accounting dialog box (Figure 6-10).

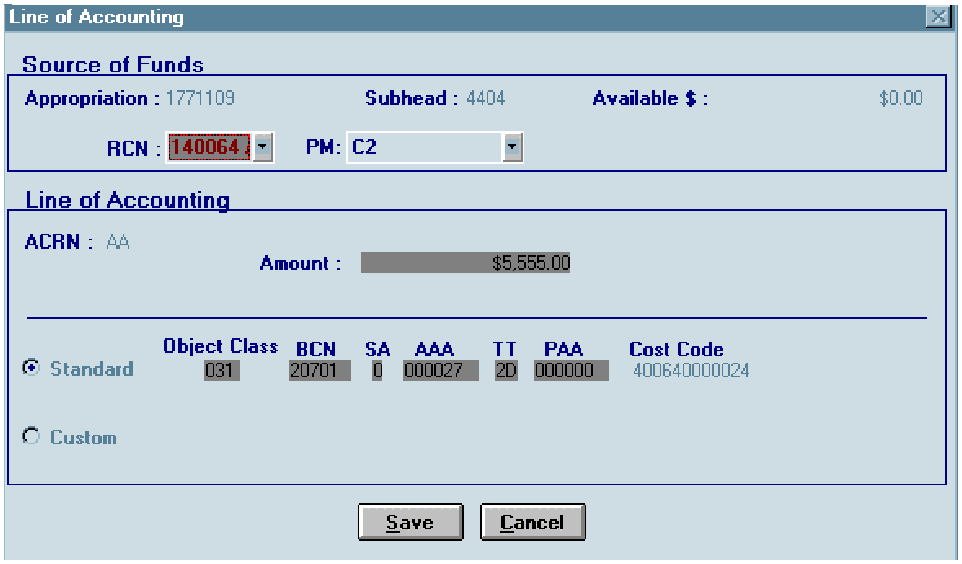


Figure 6-10: Funding & Accounting Dialog Box

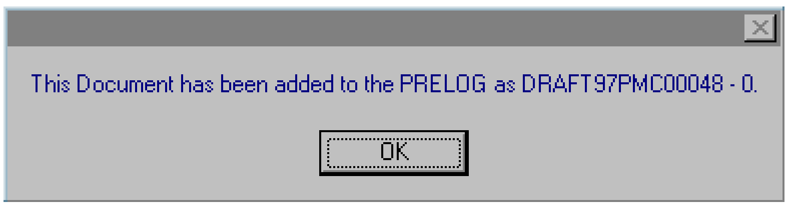
Table 6-3 describes entries in the Funds Source, Line of Accounting fields.

Table 6-3: Accounting Field Descriptions

Fields	*Description*
Appropriation	Official with Signature Authority.
Subhead	Identifies the administering office and the budget program.
Available	Provides remaining balance of funds for a work center. Computed as funds authorized less funds committed.
RCN	Identifies the Resource Control Number providing funds
PM	Identifies the Program Manager
ACRN	Accounting Classification Reference Number, assigned as a prefix in sequential order (AA, AB, etc.) to uniquely identify multiple lines of appropriation data present on the source document.
Amount	$$ amount of the document.
Object Class	Classifies financial transactions in terms of the nature of the services or articles for which obligations are incurred.
BCN	Bureau Control Number - Identifies the Operating Budget (OPBUD) holder of the funds.
SA	Suballotment Number - Identifies centrally managed operating budget (CMOB) administered at HQMC. Unless funds come from a HQMC controlled CMOB, this is zero filled.

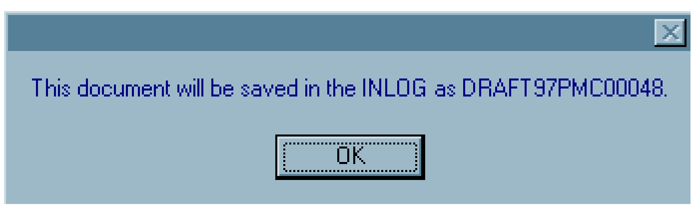
AAA	Authorized Accounting Activity - Identifies the activity responsibility and authorized to perform accounting functions for the BCN/OPBUD. For MARCORSYSCOM, it is HQMC, 000027.
TT	Transaction Type Code - Used for travel to classify payments/receipts as to category.
PAA	Plant Accounting Activity - Used for TAD documents or Plant Property equipment purchases. For all other documents, should be zero filled.
Cost Code	Locally assigned code utilizing last 12 digits of the Document Number.

Fill in the appropriate information and select **Save**. This will assign a draft number to the document and add it to the Prelog document list.

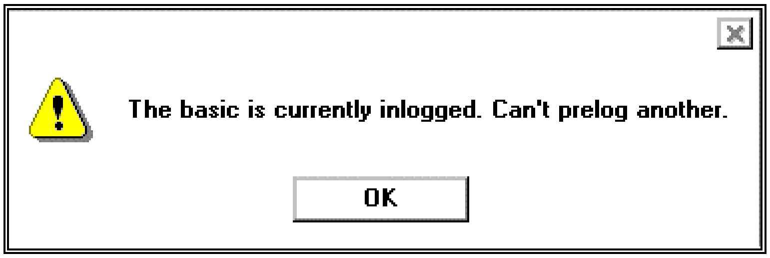


Click on OK to continue.

When the document is ready to be reviewed by a budget analyst for approval, highlight its draft number from the Prelog document list, select **View** to access its contents, and click on the **Submit** button located along the bottom of the form. The document will be sent to the Inlog for review by the budget analyst. The following message will be displayed to confirm this action:



If an amendment to a signed document is required, click on **Amendment** from the New Form Dialog Box (Figure), enter the **signed** document number including amendment number, if not an initial document, and click on OK. If the document exists, it will be displayed on screen where amendments can be initiated. If a non-signed document number is entered, the following display will appear:



This display is informing the user that the document requested is still in Inlog and has not yet been signed. Amendments cannot be made to the document at this time.

6.3.1.3 RETURNED DOCUMENTS

Once a document is submitted for review and approval consideration (going from Prelog to Inlog), the reviewer (budget analyst) has the option of editing minor deficiencies before approving the FAR, or to reject the entire document back to the Prelog, with an explanation. If rejected, the document will be sent back to Prelog and when it's viewed, will be marked **RETURNED** in the upper left corner of the document. Click on the **Returned** button and the reviewer's reason(s) for rejecting the form will appear in a box on the bottom of the form (Figure 6-11).

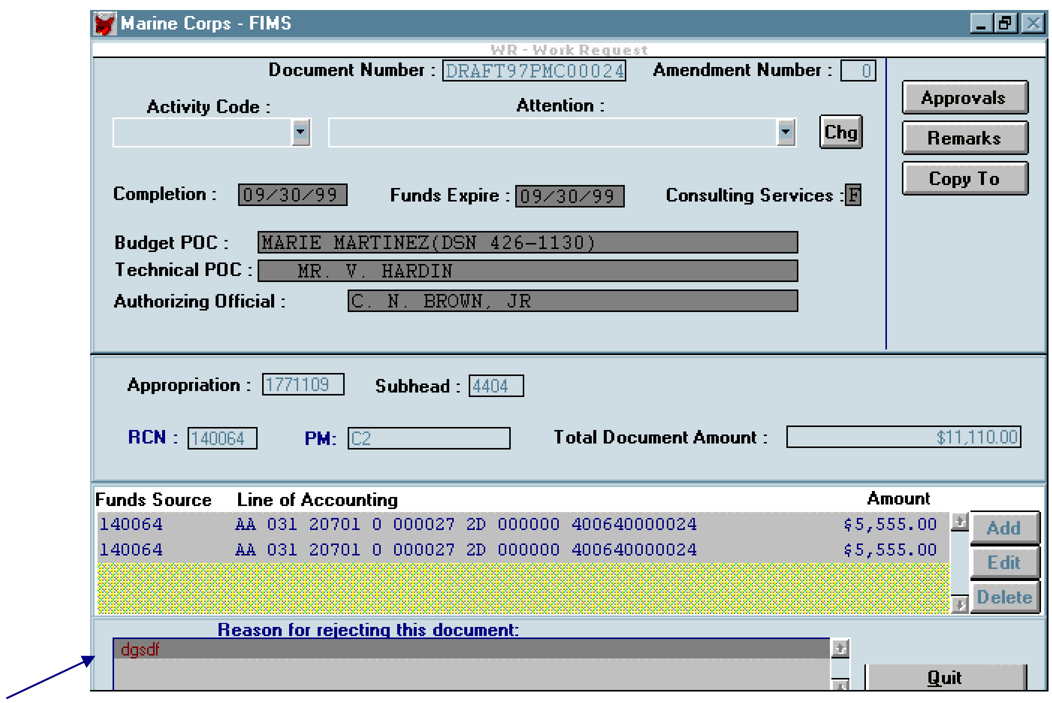
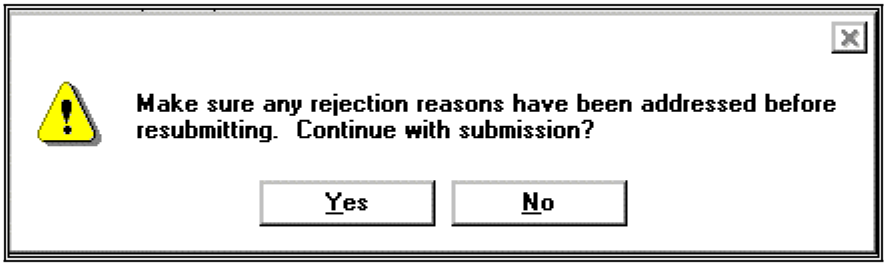


Figure 6-11: Form Returned Reason(s)

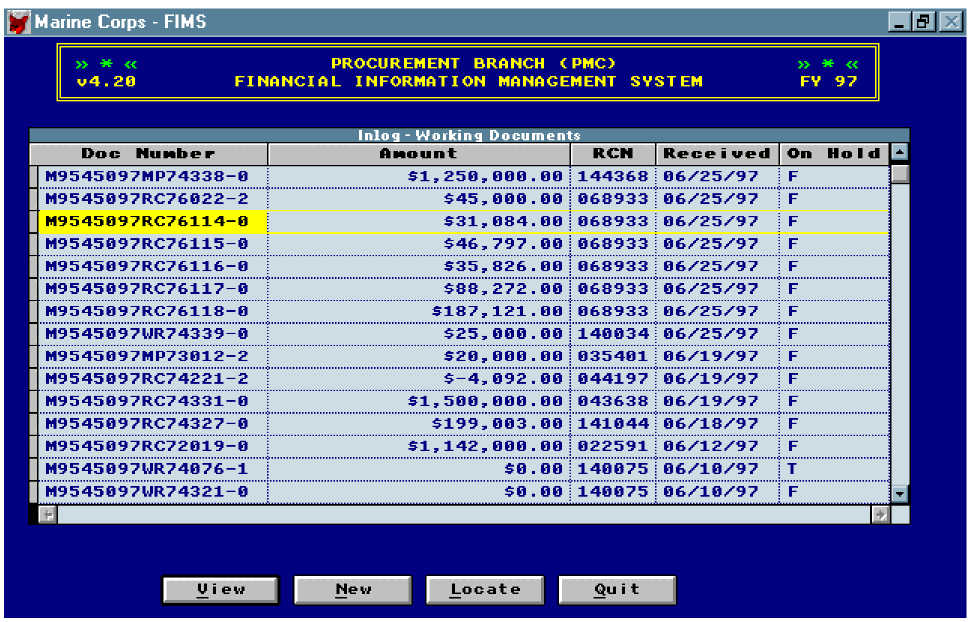
The deficiency noted in the box needs to be corrected before re-submitting back to Inlog. Once corrected and re-submitted, the following message will appear:



Click on Yes to re-submit to Inlog for further review or No to abort.

6.3.2 MANAGE WORKING DOCUMENTS IN THE INLOG

Click on **Manage Working Documents in the INLOG** and a list of all documents in Inlog is displayed (Figure 6-12).



Doc Number	Amount	RCN	Received	On Hold
M9545097MP74338-0	$1,250,000.00	144368	06/25/97	F
M9545097RC76022-2	$45,000.00	068933	06/25/97	F
M9545097RC76114-0	$31,084.00	068933	06/25/97	F
M9545097RC76115-0	$46,797.00	068933	06/25/97	F
M9545097RC76116-0	$35,826.00	068933	06/25/97	F
M9545097RC76117-0	$88,272.00	068933	06/25/97	F
M9545097RC76118-0	$187,121.00	068933	06/25/97	F
M9545097WR74339-0	$25,000.00	140034	06/25/97	F
M9545097MP73012-2	$20,000.00	035401	06/19/97	F
M9545097RC74221-2	$-4,092.00	044197	06/19/97	F
M9545097RC74331-0	$1,500,000.00	043638	06/19/97	F
M9545097RC74327-0	$199,003.00	141044	06/18/97	F
M9545097RC72019-0	$1,142,000.00	022591	06/12/97	F
M9545097WR74076-1	$0.00	140075	06/10/97	T
M9545097WR74321-0	$0.00	140075	06/10/97	F

Figure 6-12: Inlog Document List

☹ ***Documents listed as Drafts have not yet been officially reviewed by the budget analyst. In order to have the system assign a document number, the reviewer is required to view the document, enter the edit mode and save changes (even though no changes may have been made). Once the save button is selected (from the edit mode), the system will automatically assign a document number to the draft form.***

6.3.2.1 VIEWING, LOCATING AND EDITING EXISTING DOCUMENTS

To look at the contents of a particular document, highlight the document's number and click on the **View** button. To highlight a document number, use the up or down arrow key and move the cursor to a selection or, using the mouse, click on a selection. To find a particular document from a long list of documents, click the **Locate** button and enter the document's last four digits and amendment number in the prompt box and press the Enter key.

If the document exists, its number will be highlighted. To look at the document, click the **View** button and the form will be displayed (Figure 6-13).

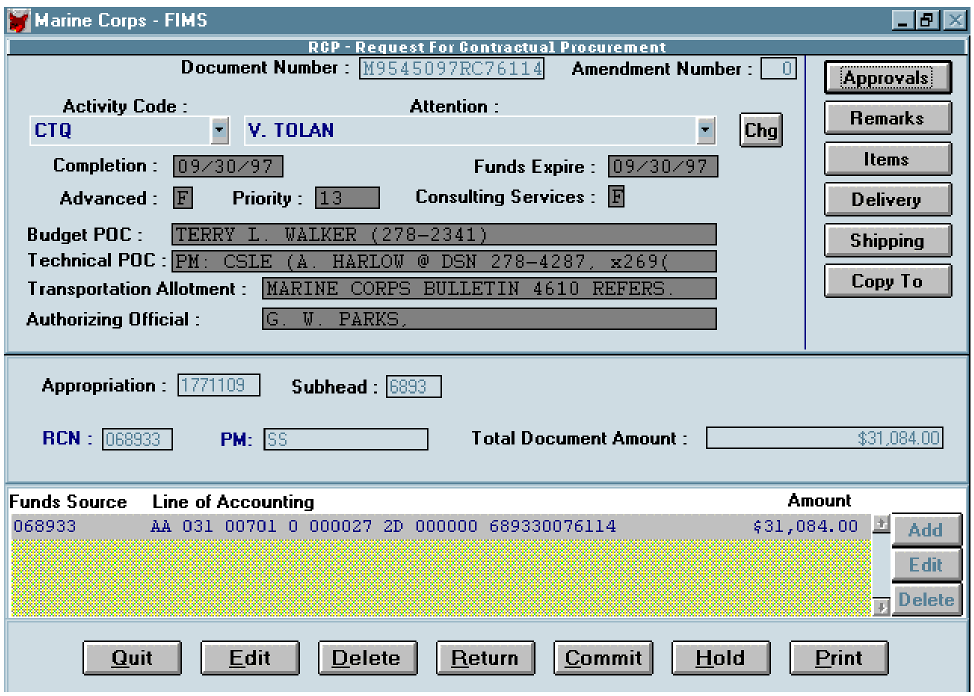


Figure 6-13: Inlog Form Display

The following options are available while working with a document in Inlog (located along bottom of form):

Quit	return to the previous screen
Edit	change entries in data fields; assign document number to draft forms
Delete	delete the current form
Reject	reject document back to Prelog

Commit "approve" and "sign" the funding action request

Hold place the document on hold, primarily due to lack of sufficient funds

Print produce a hardcopy of information on the appropriate form

6.3.2.1.1 EDITING A DOCUMENT

To edit a document, select the **Edit** button (bottom of form) and the fields in the upper half of the form can now be changed. While in the edit mode, the option buttons will change. You'll only be able to Cancel or Save any changes you make (Figure 6-14).

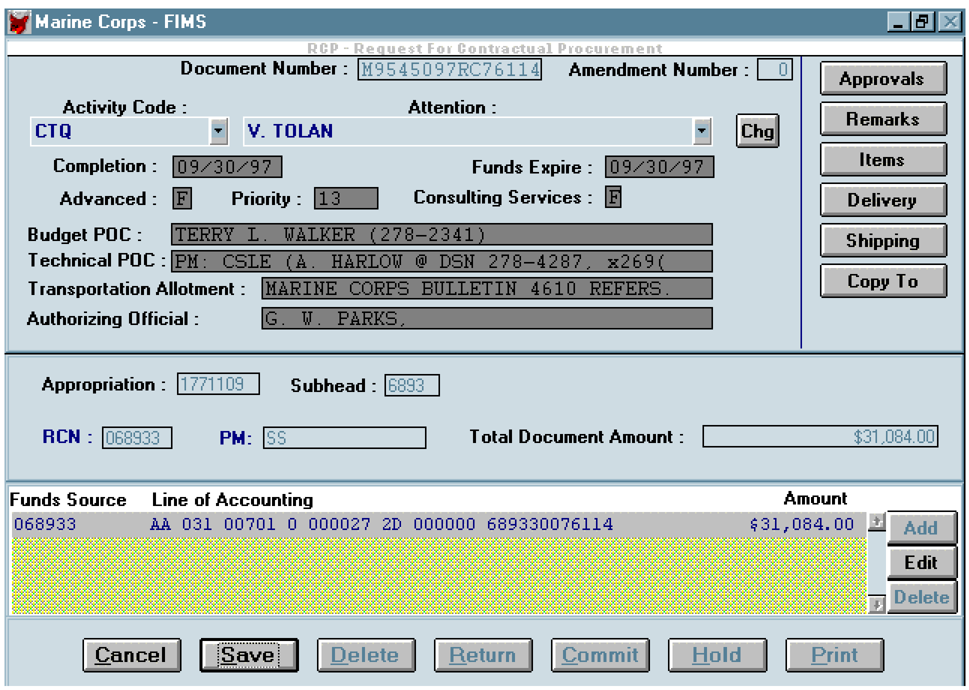
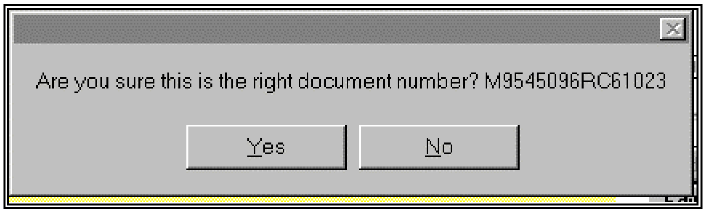


Figure 6-14: Inlog Edit Mode

☹ ***If this is a draft document, clicking on the Save button will display a document number which the system will assign to this document.***

The user has the option of accepting or changing this number. To accept, press the Enter key or change the number and press Enter. The following message will be displayed.



Click on the Yes button to continue or No to abort. If Yes is selected the following will be displayed.

The draft document is now assigned a basic document number which will be used throughout the process. Click the OK button continue.

Clicking the **Edit** button in the Funds Source, Line of Accounting box activates the funding and accounting dialog box, where changes to these fields can be made (Figure 6-15).

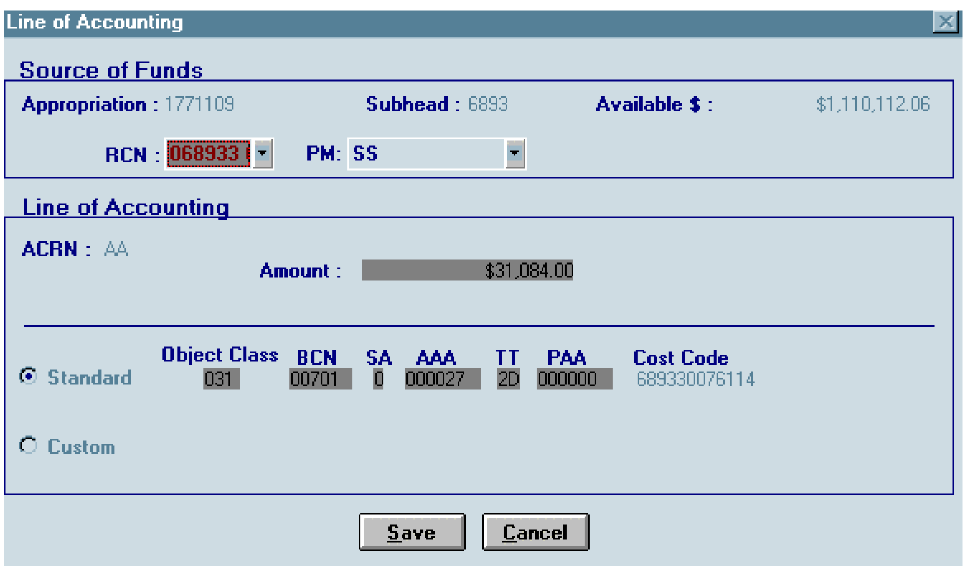
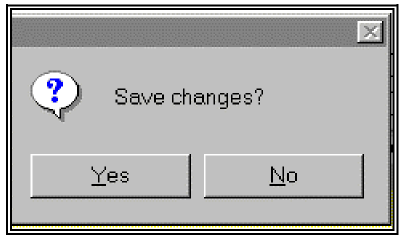


Figure 6-15 : Accounting Edit Display

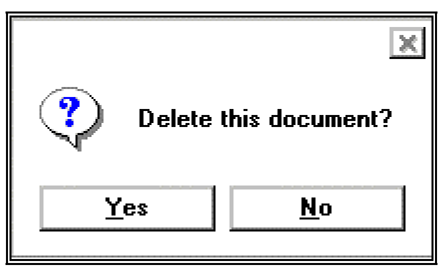
While in the edit mode, tab through the various fields and change their values as required. If any changes conflict with established parameters (e.g., exceeds funding limits), an appropriate message will be displayed after clicking the **Save** button. You'll need to resolve this conflict before the system will continue with the save activity. After all changes have been made and conflicts resolved (if any), click **Save** to update this document or **Cancel** to retain the original values (all changes made since the last save will be ignored). Entries in certain fields are mandatory before the system will allow changes to be saved. If left blank, the system will prompt the user for an entry. If you save the document, a message will appear asking whether changes should be saved.



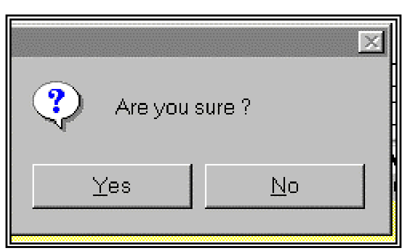
Click Yes to continue or No to abort. If Yes is selected, a change confirmation box is displayed informing the user of actions taken. Click the OK button to continue.

6.3.2.1.2 DELETING OR REJECTING A DOCUMENT

To delete the form being viewed, click on the **Delete** button and the following message will be displayed.



Click on Yes to delete the current form or No to cancel the delete activity. If Yes is selected, another message will ask if you're sure.



Clicking the Yes button will finally delete the form and display the final message. Click OK to continue.

To reject a form back to Prelog, click on the **Return** button and a narrative box will appear at the bottom of the form (Figure 6-16).

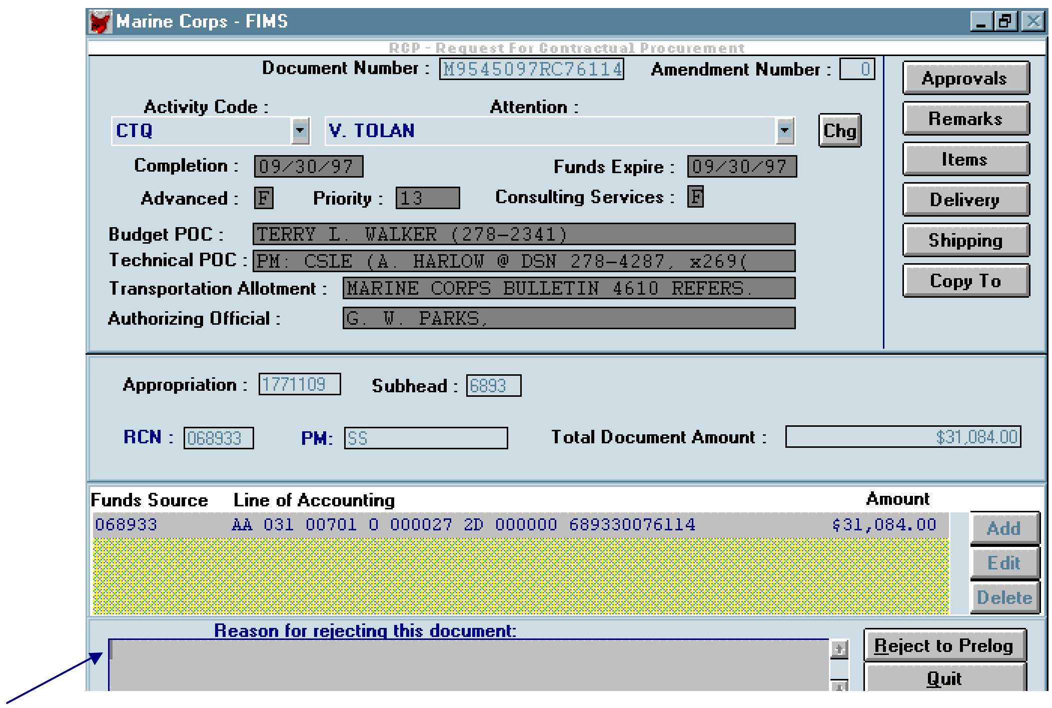
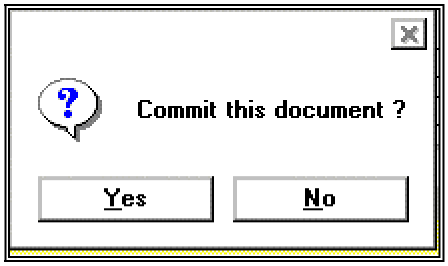


Figure 6-16 : Return Narrative Box

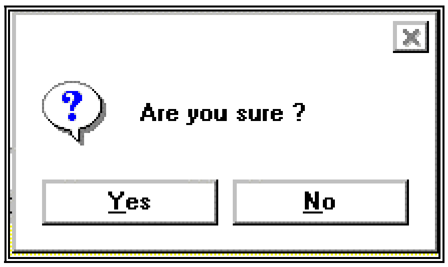
The reviewer cites reasons why the document is being rejected in this box. After entering the appropriate information, click the **Return to Prelog** button and the form will be removed from the Inlog working documents list and return to Prelog for further processing.

6.3.2.1.3 COMMITTING OR PLACING A DOCUMENT ON HOLD

Once a document has been reviewed and the analyst is satisfied with the information, it's approved (signed) and the funds are committed. To accomplish this, click on the **Commit** button (from Figure 6-13), and the following message will be displayed:

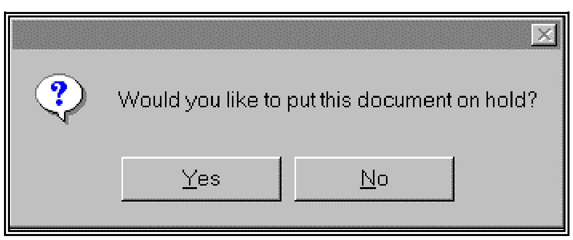


Click on Yes to continue or No to abort the Commit activity. If Yes is selected, another confirmation message is displayed:



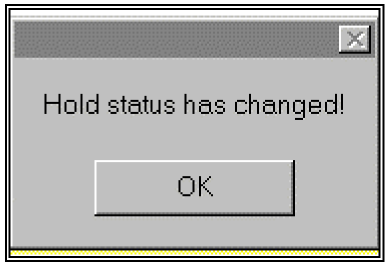
Again, select Yes to continue or No to abort. This iteration of confirmation messages provides the user several opportunities to abort the Commit activity. If Yes is selected, another message will appear saying that the document has been committed. It will now be sent to either the signed non-travel or travel document file for further tracking and processing.

In certain cases, an analyst may elect to place a document on hold due to lack of sufficient funding or other circumstances deemed appropriate by the analyst. To exercise this option, click on the d button (Figure 6-13) and the following message will appear:



Click the Yes button to continue or No to abort this activity.

Clicking Yes will display the following message.



This indicates that the document's hold status has changed. If the document was previously **not** on Hold status, it is now. If it was previously on Hold status, it has now been released. Click on the OK button and the document will be placed on Hold (Figure 6-17).

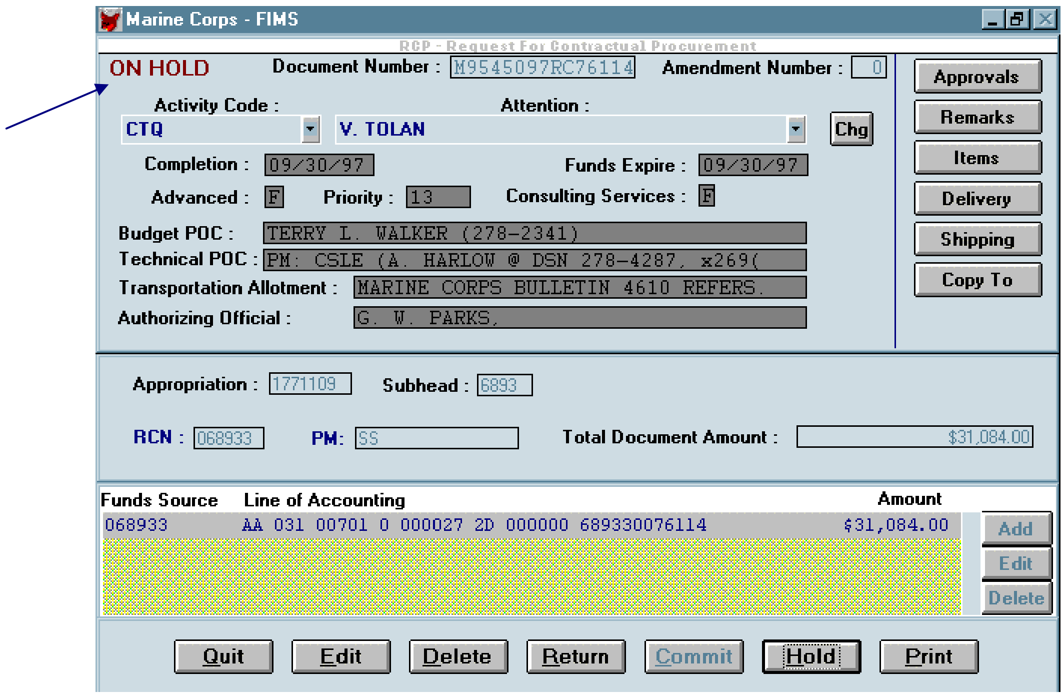
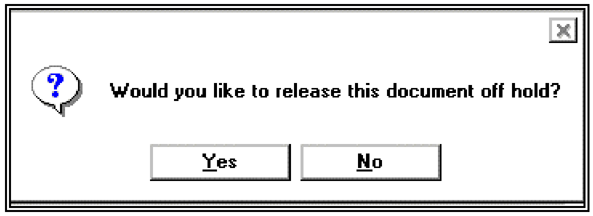


Figure 6-17: On Hold Status

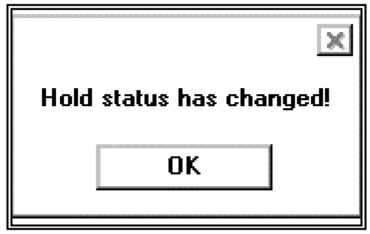
The document has been marked **ON HOLD** in the upper left corner. Notice that the Commit button has been disabled. No commit activity can take place while the document is On Hold.

☹ ***In some cases, a document may automatically be placed*** On Hold ***by the system due to insufficient funds***

To release a document from hold, click the **Hold** button and the following message will appear.



Click the Yes button and the status change message will appear:



The form will now be released from hold. Click on the OK button to continue. Confirmation of this action can be made by viewing the document and noting that the **ON HOLD** marker is gone.

6.3.2.1.4 PRINTING A DOCUMENT

☹ ***Only WR, RC, PO and MP forms can be printed.***

To print the current form, click on the [redacted] button and the form will be printed. The system will provide an indication that it is printing through a dialog box for each page of the form as that page is printing. This process will produce the official DoD documents. The Inlog is the only point in the document management process that will produce the official DoD document. The process of printing in the Inlog will also transfer the document's information to the FormFlow application. The document information will be stored in the FormFlow data structures located in the FIMS application directory.

6.3.2.2 CREATING A NEW BASIC FORM OR AMENDING AN EXISTING DOCUMENT

From the Inlog Document List display (Figure 6-12), select **New** and click on **New Basic** or **Amendment** in the next display (Figure 6-18). Default selection is New Basic.

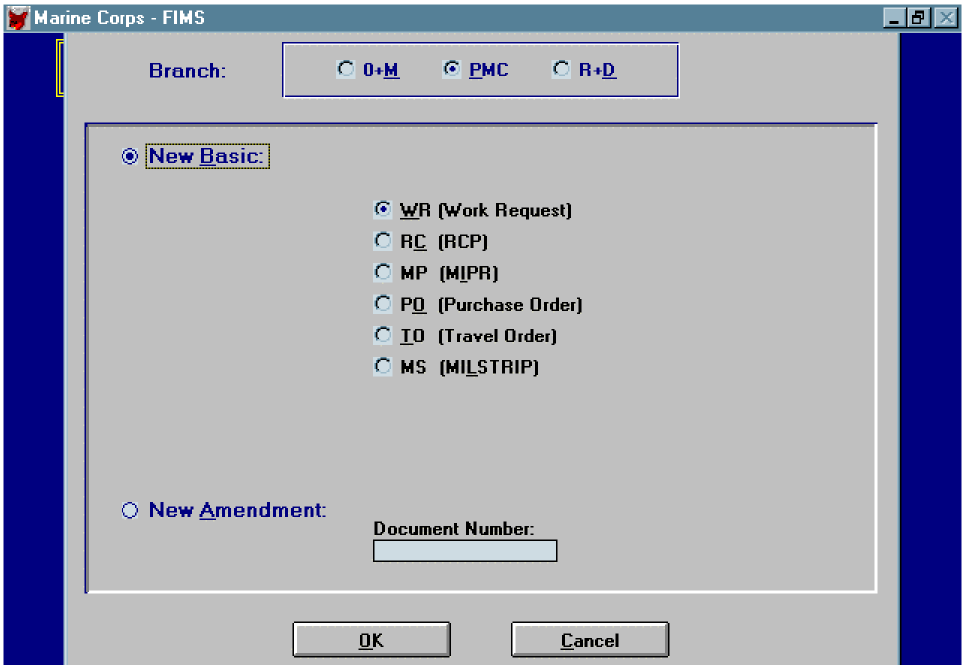


Figure 6-18: Inlog New Form Selection

The Branch designator (O&M, PMC or R&D) is marked according to your login password. If **New Basic** is selected, the user is required to choose a form from the list of six. Click in the circle to the left of the form desired and select OK. The requested blank form will be displayed (Figure 6-19).

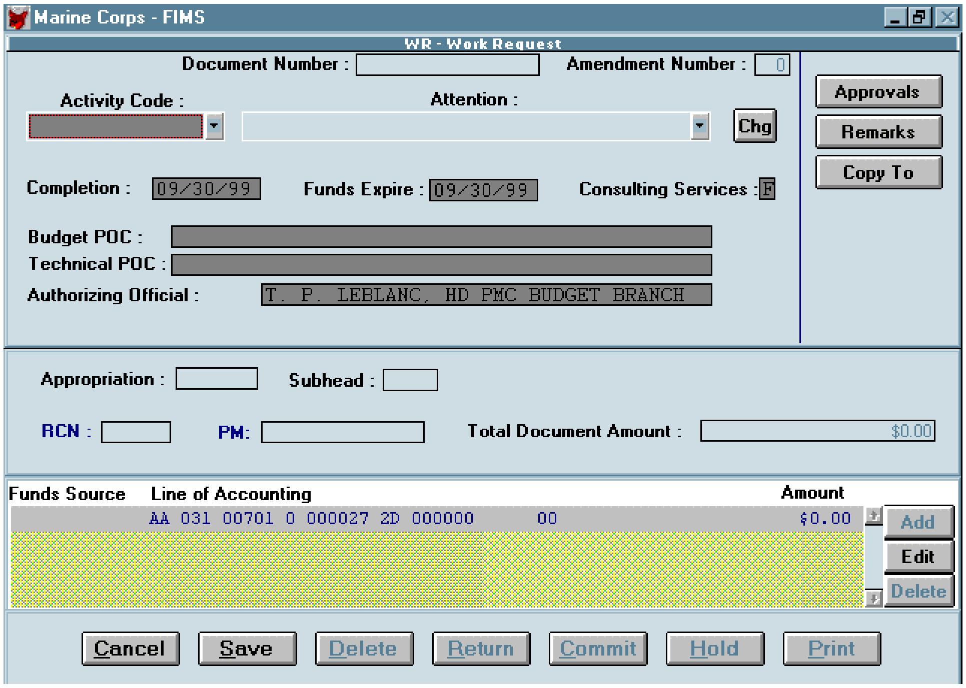
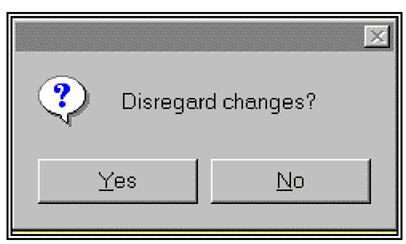


Figure 6-19: New Blank Form

Tab through the different fields and make the appropriate entries. Certain fields provide a drop down list to select from. These fields are identified by a down arrow head icon located to the right of the data field box. To view this list, click on the icon or leave a field blank and press the Enter key. The list will contain default values for related fields as well. Once all entries have been made, click the **Save** button to retain all entries, or **Cancel** to abort all entries made to the current form. Canceling changes will display the following message.



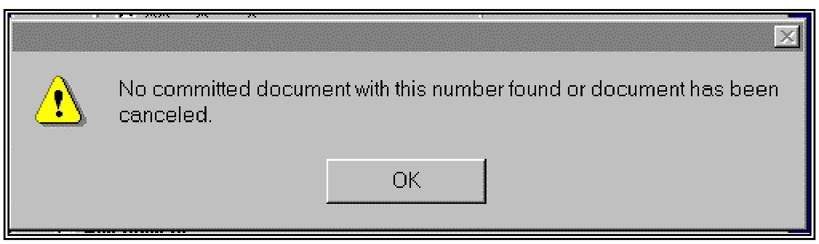
Click Yes to cancel changes or No to return to the form.

If **Save** is selected and there are no conflicts with established parameters, the system will display a document number it will assign to the new form.

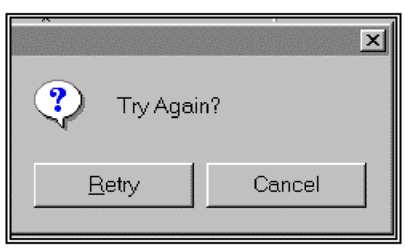
The user has the option of either accepting this number by pressing the Enter key, or changing the number before pressing the Enter key. To change the number, place the cursor anywhere in the number field and click once with the left mouse button. Then, using the right/left arrow keys, move the cursor to the left of the character/number to be replaced, press the Delete key, and enter a new character/number. After pressing the Enter key, the following message will confirm the completion of this action.

Click on the OK button to continue.

If an amendment to a signed/committed document is required, click on **Amendment** (Figure 6-18), enter the **signed** document number, and click the OK button. The amendment number will automatically be incremented. If the document exists, it will be displayed on screen where amendments can be made. Once changes are complete, save the document. If an invalid document number is entered, the following message will be displayed on screen.



Click the OK button and the user will be given another opportunity to enter a document number.

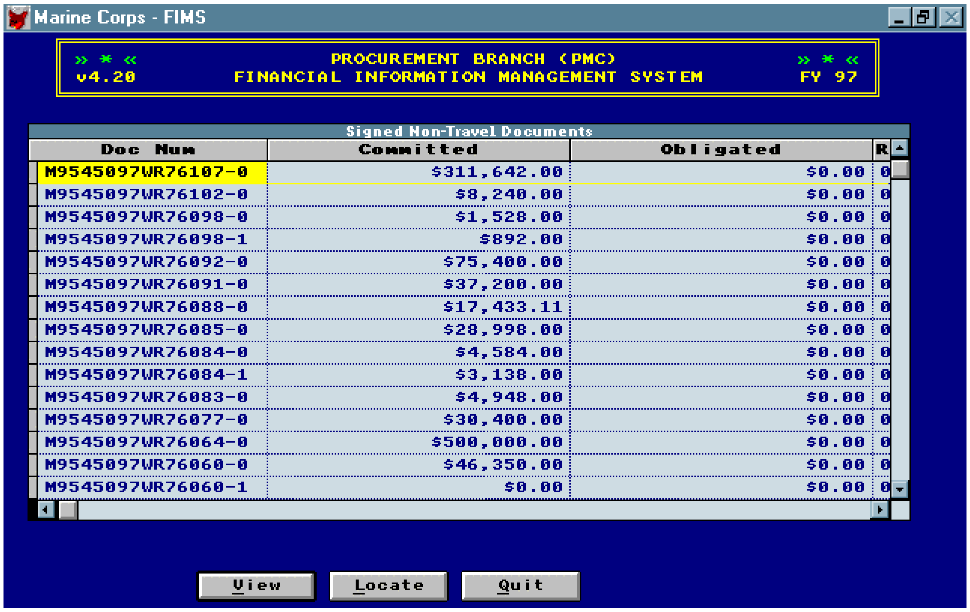


Select **Retry** to enter another document number or **Cancel** to abort.

The other options, **Approvals**, **Remarks**, **Items**, **Delivery**, **Shipping** and **Copy To** (right side of form) are identical to the descriptions cited in section 6.3.1.1.

6.3.3 MANAGE SIGNED NON-TRAVEL DOCUMENTS

Click on **Manage Signed Non-Travel Documents** and a list of all non-travel documents is displayed (Figure 6-20).



Doc Num	Committed	Obligated	R
M9545097WR76107-0	$311,642.00	$0.00	0
M9545097WR76102-0	$8,240.00	$0.00	0
M9545097WR76098-0	$1,528.00	$0.00	0
M9545097WR76098-1	$892.00	$0.00	0
M9545097WR76092-0	$75,400.00	$0.00	0
M9545097WR76091-0	$37,200.00	$0.00	0
M9545097WR76088-0	$17,433.11	$0.00	0
M9545097WR76085-0	$28,998.00	$0.00	0
M9545097WR76084-0	$4,584.00	$0.00	0
M9545097WR76084-1	$3,138.00	$0.00	0
M9545097WR76083-0	$4,948.00	$0.00	0
M9545097WR76077-0	$30,400.00	$0.00	0
M9545097WR76064-0	$500,000.00	$0.00	0
M9545097WR76060-0	$46,350.00	$0.00	0
M9545097WR76060-1	$0.00	$0.00	0

Figure 6-20: Signed Non-Travel Document List

6.3.3.1 VIEWING AND LOCATING A DOCUMENT

To view a document, highlight the document number and click on the **View** button. To locate a document in a long list, click on **Locate**, enter the document's last four digits and amendment number (default is the basic document), and press the Enter key. If the document exists on this list, its number will be highlighted. Click on **View** to display the form on screen (Figure 6-21). If it doesn't exist, a message stating the same is momentarily displayed in the upper right corner of the screen.

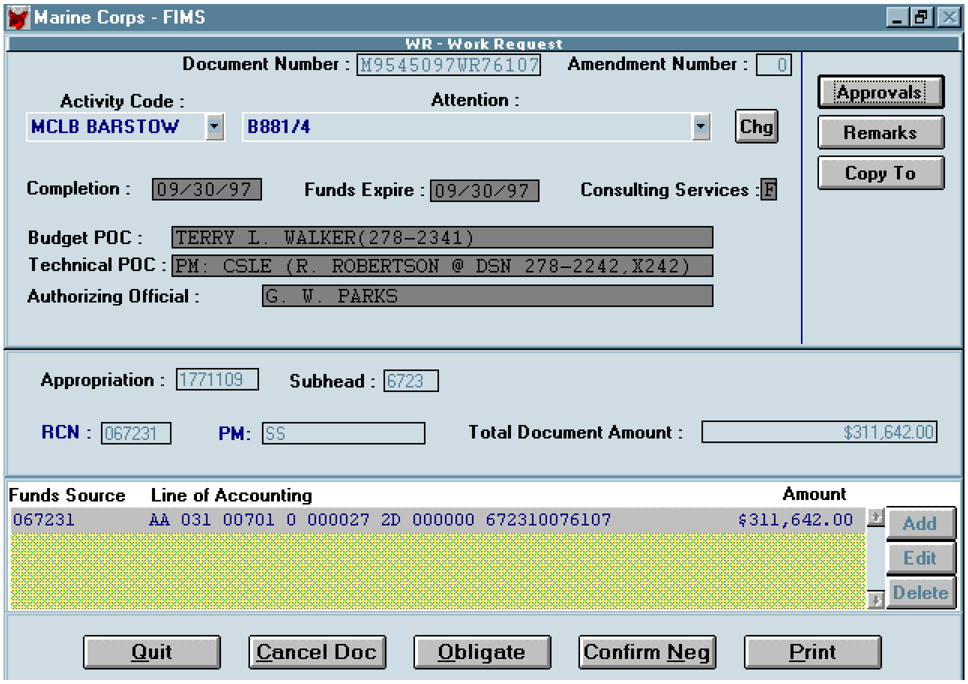


Figure 6-21: Signed Non-Travel Document

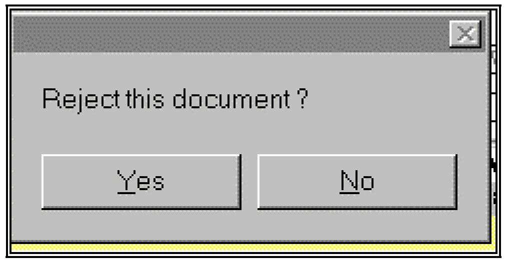
The following options are available while in the view mode and are summarized below.

Cancel Doc	cancel basic document and all amendments which haven't had funds obligated yet, or de-obligate funds first and cancel document
Obligate	plus funds down or up as they are obligated or de-obligated
Confirm Neg Amnd	identify whether a negative amendment has been confirmed
Print	produce a hardcopy of the current form

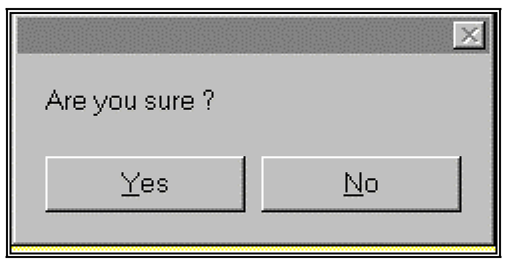
6.3.3.1.1 CANCELING A DOCUMENT

☹ ***Only forms which have not yet been obligated can be canceled.***

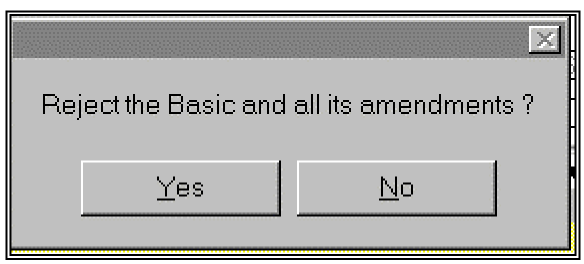
To cancel the form being viewed, click on the **Cancel Doc** button, and the following message is displayed.



Click Yes to continue and the following message will appear on screen.



To continue with the cancel activity, select Yes and the following is displayed.



Click on the Yes button to cancel the current document or No to abort.

If the form has already been obligated, it can't be canceled. The following message will be displayed.

Click on OK to abort canceling this document.

6.3.3.1.2 OBLIGATING A DOCUMENT

To obligate a WR or PO form (this section will use the WR form, but it also applies to PO forms), select a WR document from the Signed Non-Travel Document list (Figure 6-20) and View its contents (Figure 6-22).

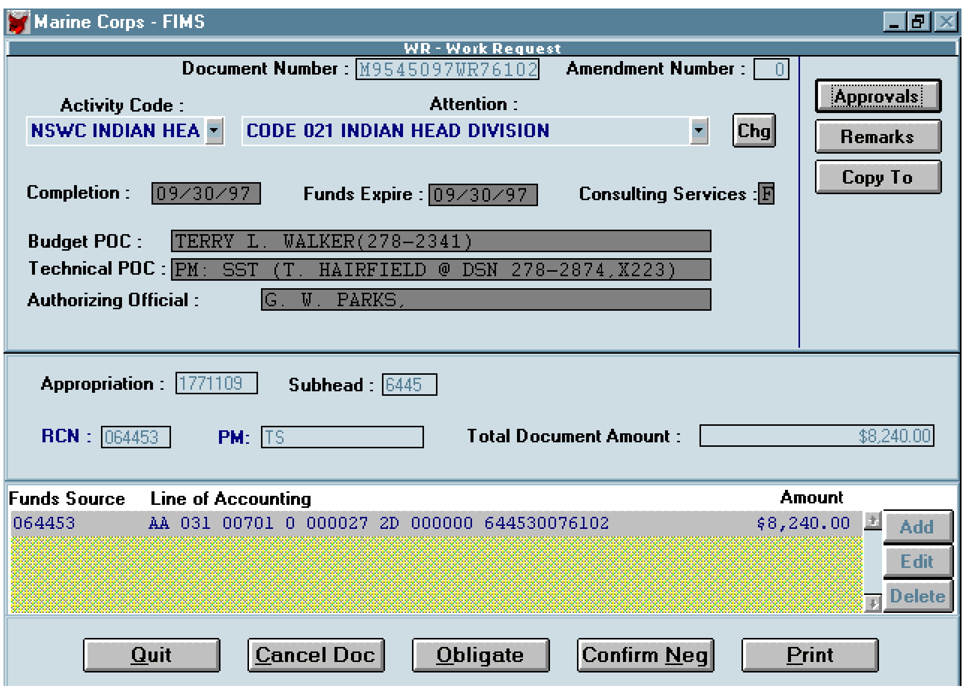
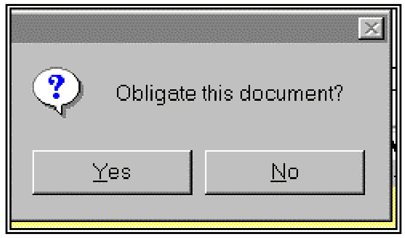
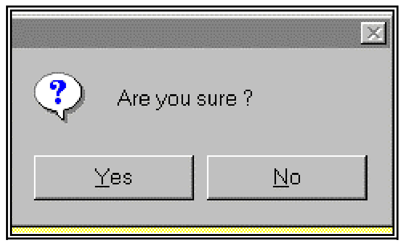


Figure 6-22: WR Document

While in the View mode, click the **Obligate** button located along the bottom of the form and the following message will appear.



Click on Yes to continue and the following message will display.



Again, click Yes to continue and the next screen will display the amount to be obligated, which is the entire committed amount, and can't be changed (Figure 6-23).

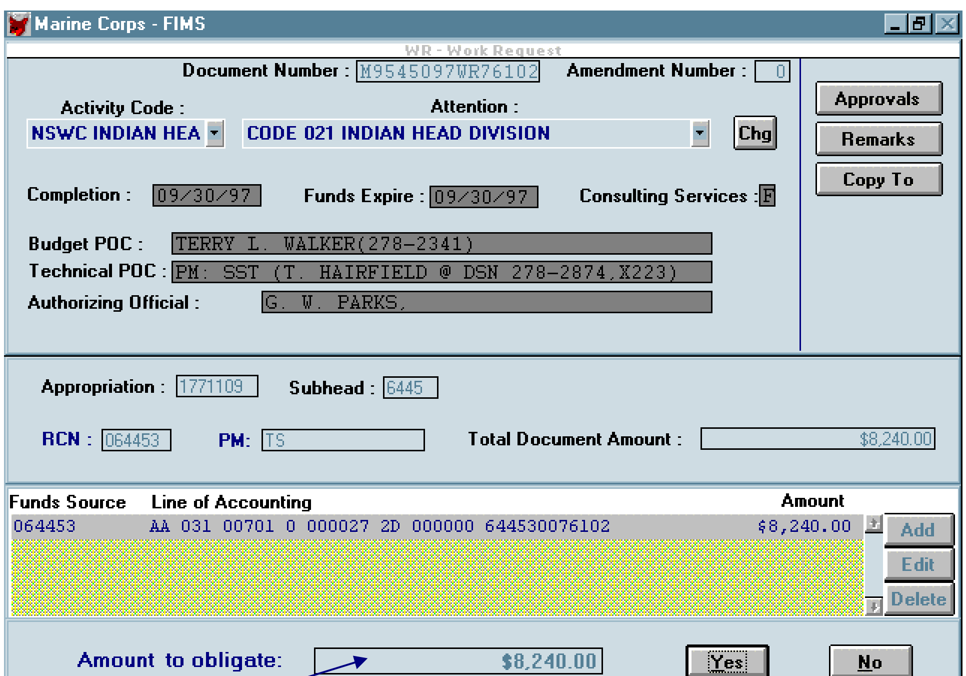


Figure 6-23: Obligation Amount

To accept and continue, click the Yes button and a date of obligation will be requested (Figure 6-24). Default is the current date.

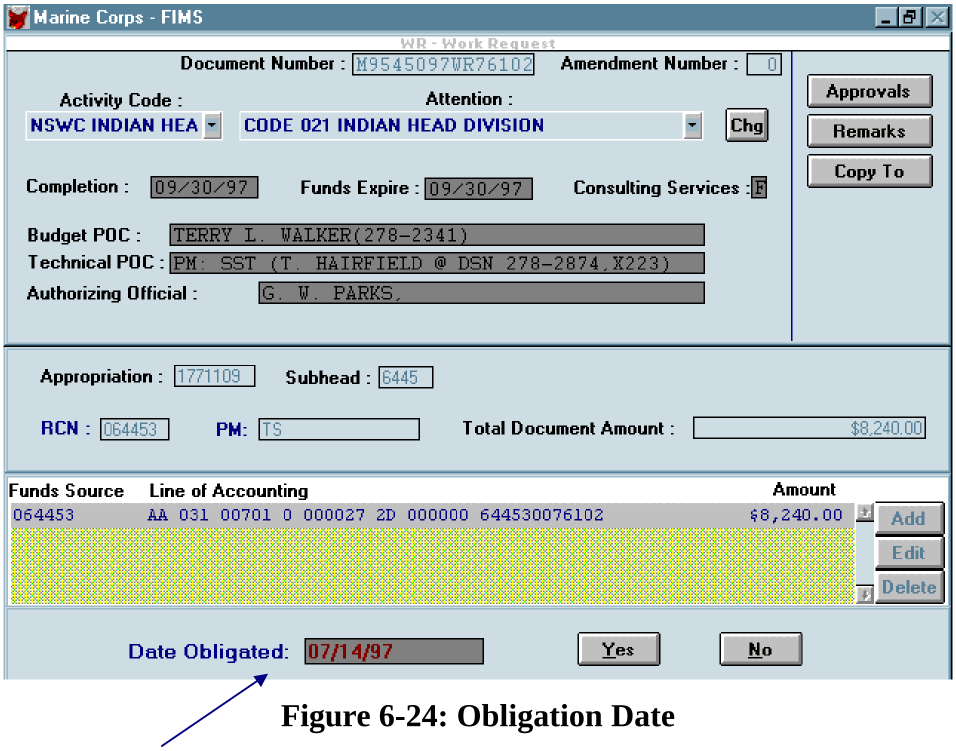


Figure 6-24: Obligation Date

To accept the default, click the **Yes** button or change the date and select Yes. To abort, click the **No** button. After the Yes button is selected, the following message is displayed.

Click on OK to continue.

To obligate an MS document, select and view an MS form (Figure 6-25).

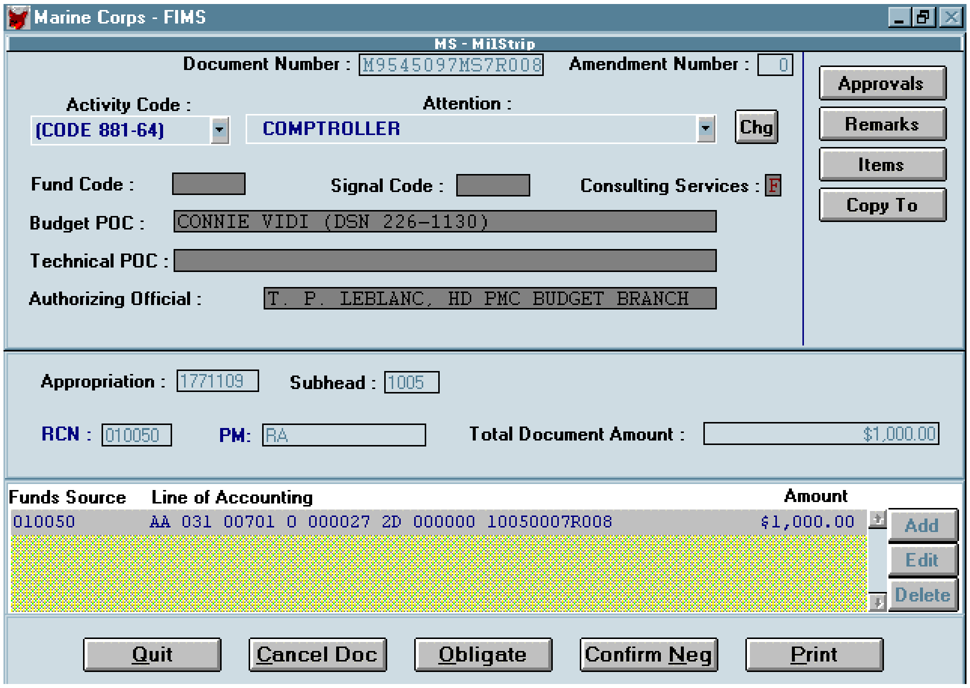
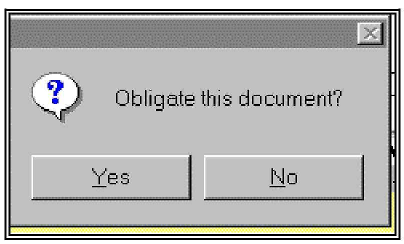
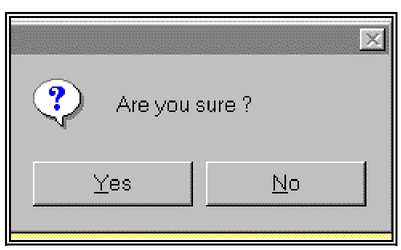


Figure 6-25: MILSTRIP Document

Click on the **Obligate** button and the following message is displayed.



Clicking the Yes button will confirm your intentions.



Select Yes and all MILSTRIP items are displayed (Figure 6-26).

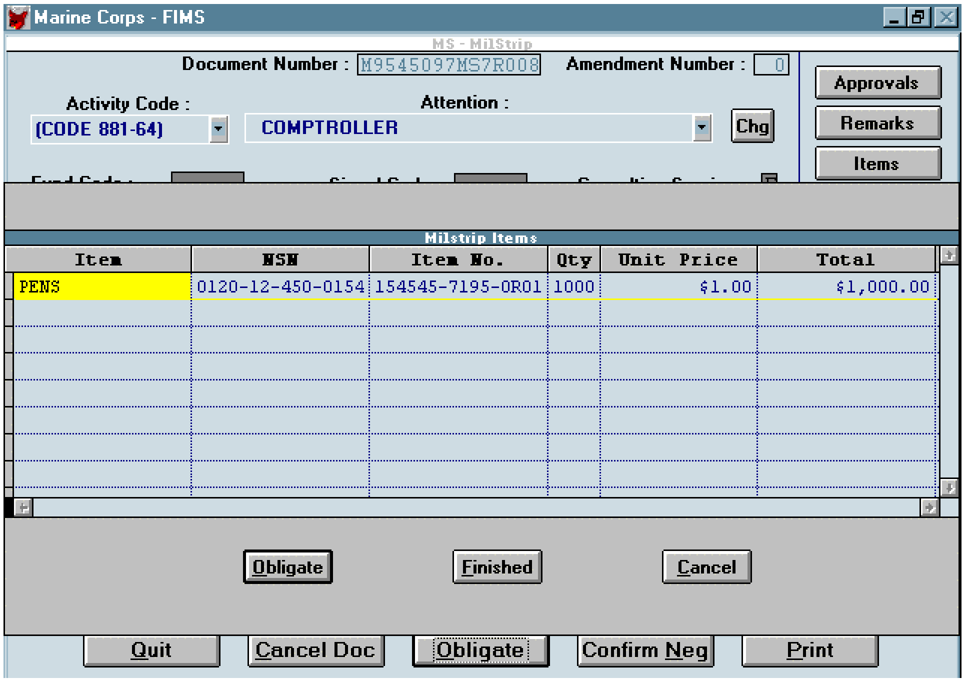


Figure 6-26: MILSTRIP Items List

To edit an item, select that item (cursor down/up or point and click with the mouse) and click the **Obligate** button. The next display will allow the user to make changes to the quantity and amount to obligate (Figure 6-27).

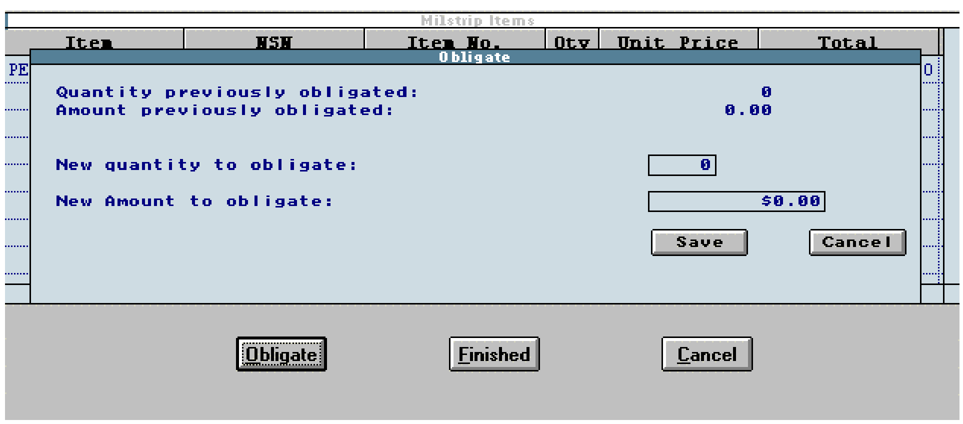


Figure 6-27: Modify MILSTRIP Items

Make the appropriate change(s) and click the **Save** button to return to the previous screen. When done with all modifications, click the **Finished** button and return to the MS document (Figure 6-28).

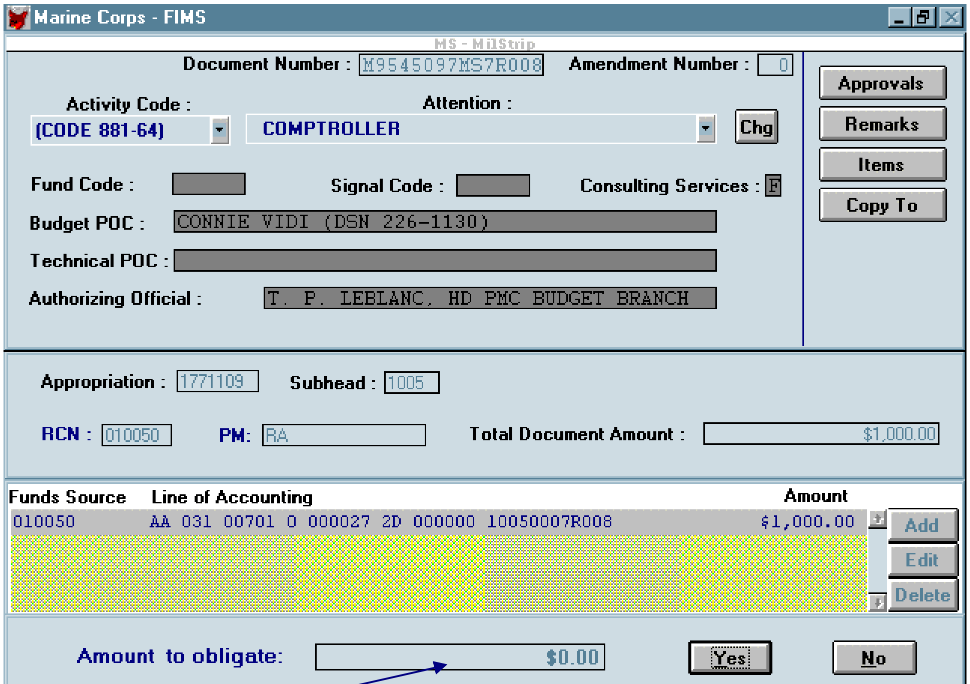


Figure 6-28: Obligated Funds

The amount to be obligated is displayed and includes the total of all MILSTRIP items. Select Yes to continue or No to abort the obligate activity. The next display will ask for an obligation date (Figure 6-29).

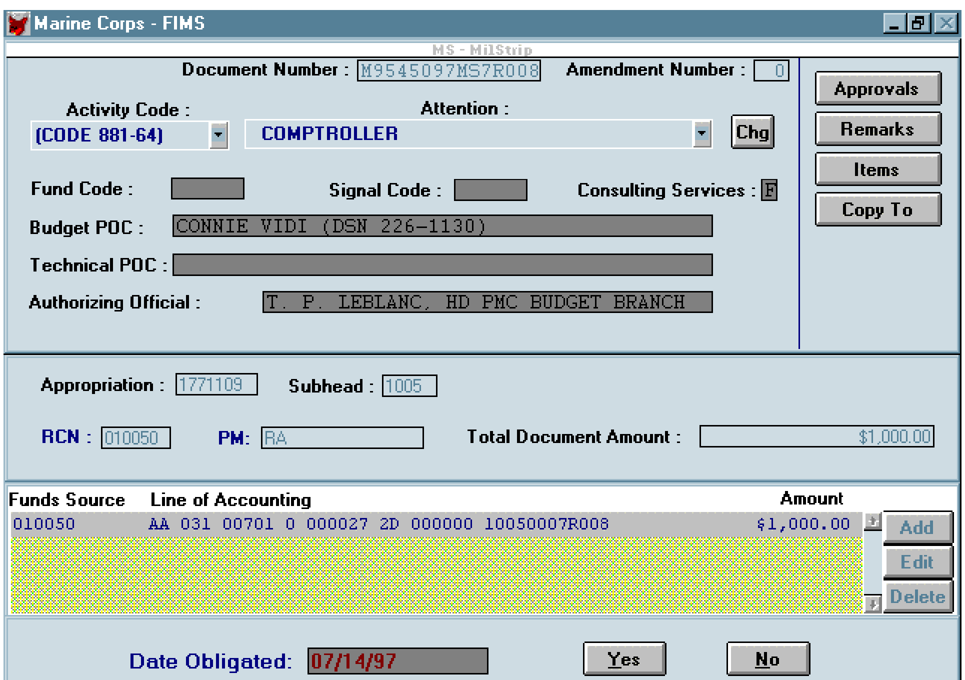


Figure 6-29: Funds Obligation Date

The default is the current date. Accept the default by clicking the **Yes** button or change the date and select Yes. After clicking on the Yes button, a confirmation message is displayed.

To obligate an RC or MP document, (RC form used in this section, but identical steps apply to MP forms), select an RC document and view its contents (Figure 6-30).

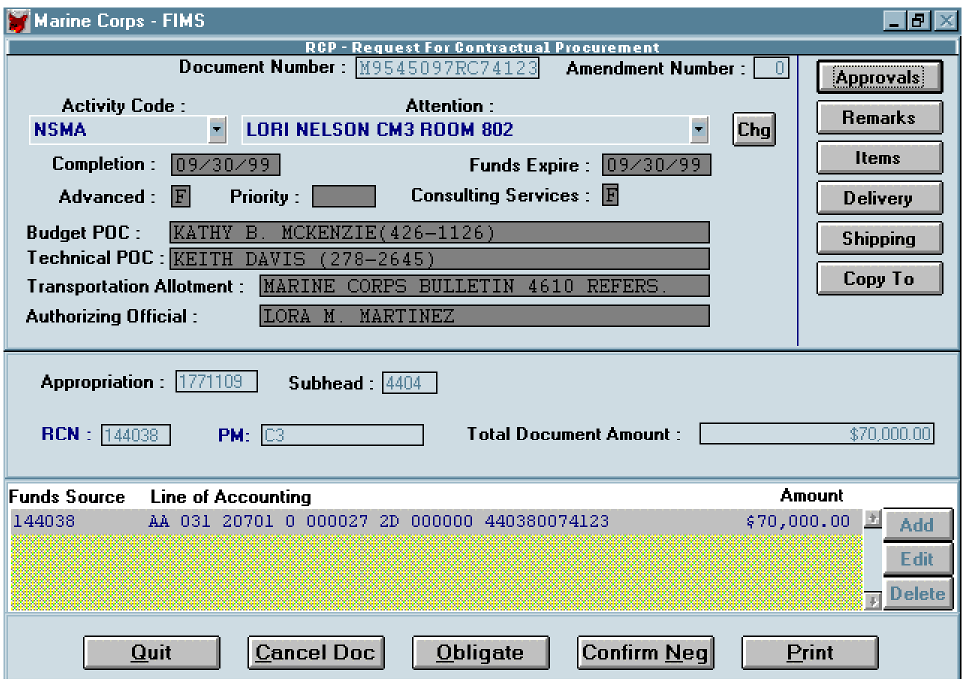
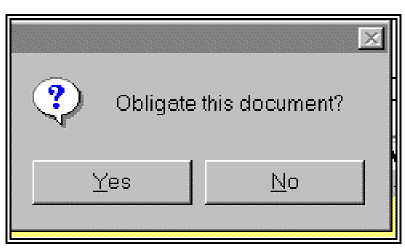
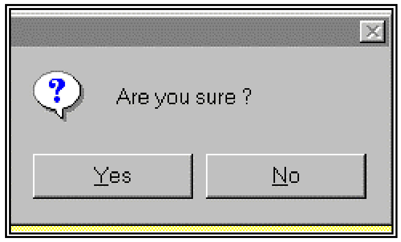


Figure 6-30: RC Document

Click the **Obligate** button and the following message is displayed.



To continue, click on Yes and a confirmation message is displayed.



Select Yes to continue and the system will ask for an amount to obligate (Figure 6-31).

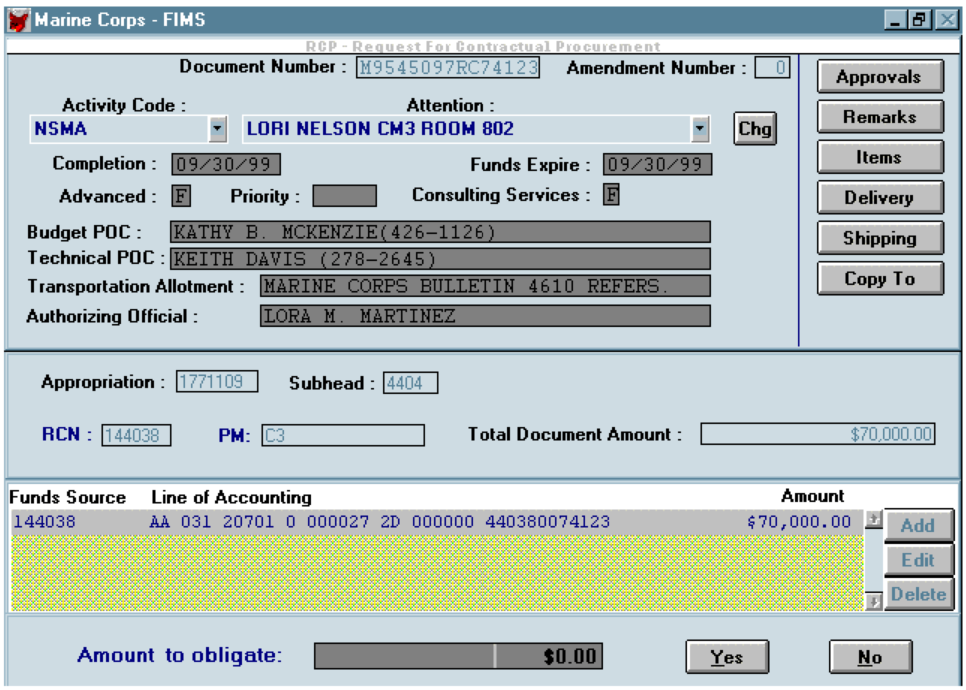


Figure 6-31: RC Funds to Obligate

Enter an amount to obligate and click the **Yes** button. The next screen will ask for information about the type of obligation document (Figure 6-32).

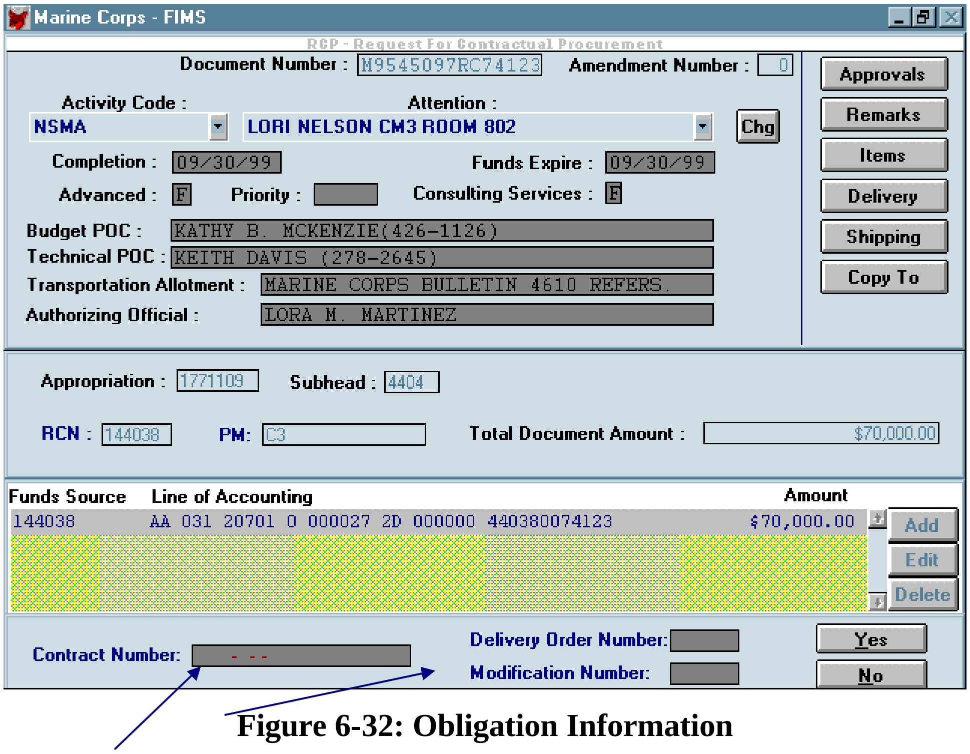


Figure 6-32: Obligation Information

Enter the appropriate information and click the **Yes** button to continue or **No** to abort. If Yes is selected, a confirmation of action taken is displayed.

Click on OK to continue.

6.3.4 MANAGE SIGNED TRAVEL DOCUMENTS

Click on the **Manage Signed Travel Documents** button and a list of these forms will be displayed (Figure 6-33).

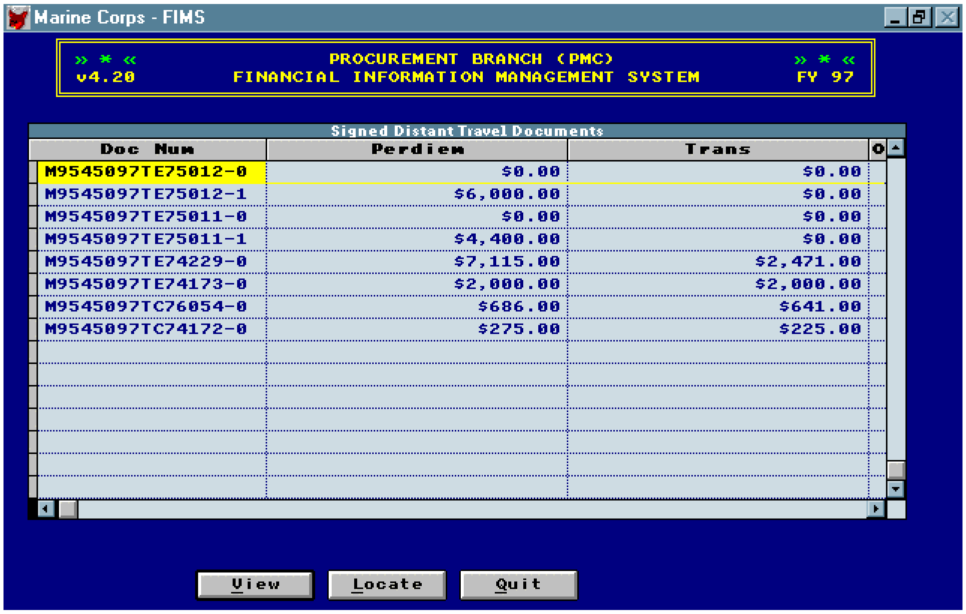


Figure 6-33: Signed Travel Document List

To view a form, select that document number and click on the **View** button. To quickly find a particular document in a long list, click the **Locate** button and enter the document's last four digits and amendment number in the locate box.

If the document exists, it will be displayed (Figure 6-34). If it doesn't, the user will be informed that the document does not exist.

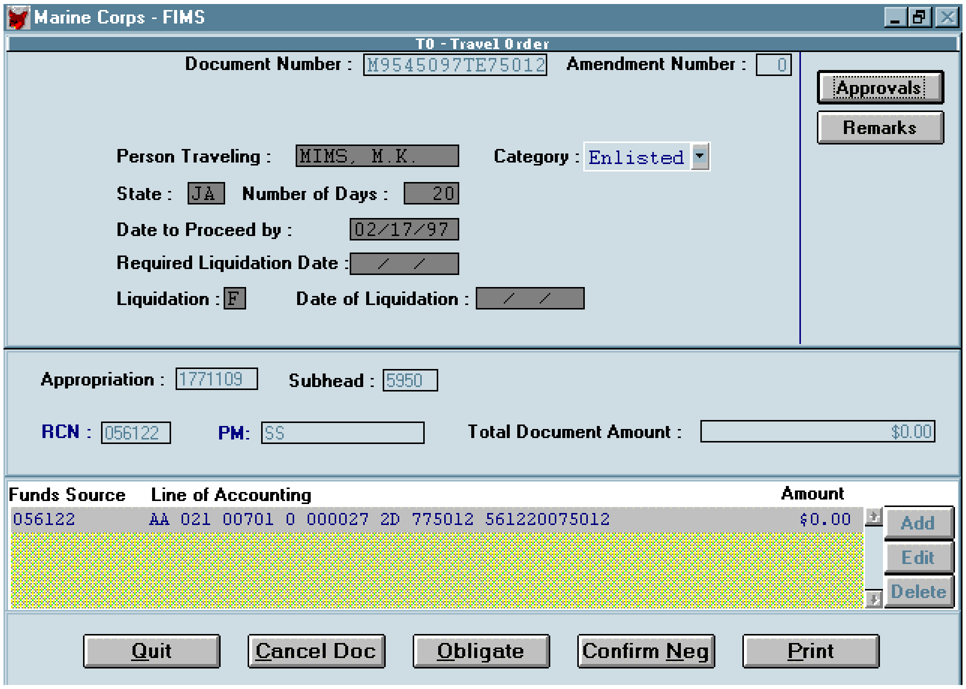


Figure 6-34: Signed Travel Document

☹ ***Since funds for travel documents are obligated when committed, the* Obligate *button, in most cases, will be disabled. If it's enabled, clicking on it will result in a message saying that the document has already been obligated***

6.3.4.1 CANCELING A DOCUMENT

To cancel the form being viewed, click the **Cancel Doc** button and several messages will appear on screen asking for confirmation to continue. Select Yes from these messages to continue or No to abort. If Yes is selected, the form will be deleted.

6.3.4.2 PRINTING A DOCUMENT

Click the **Print** button to generate a report reflecting information contained in the document being viewed.

6.4 FUNDING MANAGEMENT

When this option is selected, the Funding Management Menu is displayed (Figure 6-35).

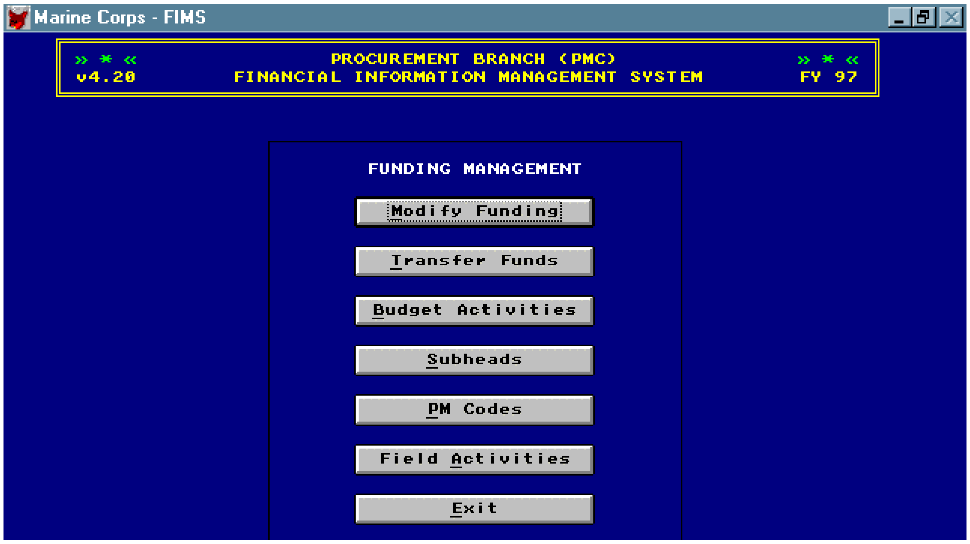


Figure 6-35: Funding Management Menu

The six options available in this menu are summarized below:

Modify Funding	edit funding source detail for an RCN, create a new RCN or delete an RCN
Transfer Funds	between RCNs
Budget Activities	add, modify, view or delete a budget activity
Subheads	add, modify, view or delete a subhead
PM Codes	add, modify, view or delete a PM
Field Activities	add, modify, view or delete an activity

6.4.1 MODIFY FUNDING

Click on the **Modify Funding** button and an RCN funding list and associated data is displayed (Figure 6-36).

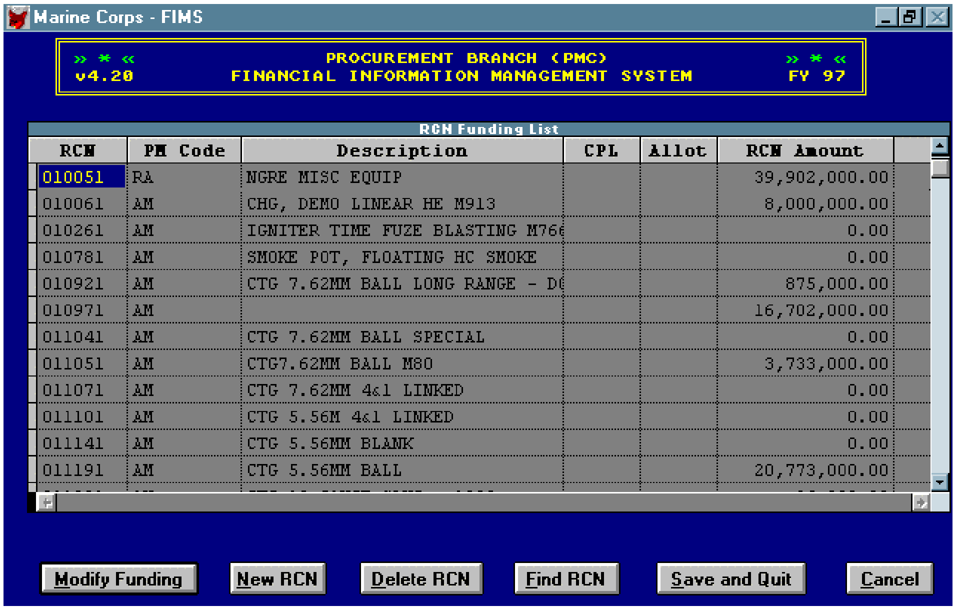


Figure 6-36: RCN Funding List

6.4.1.1 MODIFY FUNDING

To modify funding for a particular RCN, select that RCN from the list above and click on the **Modify Funding** button located along the bottom of the list. The form selected will be displayed (Figure 6-37).

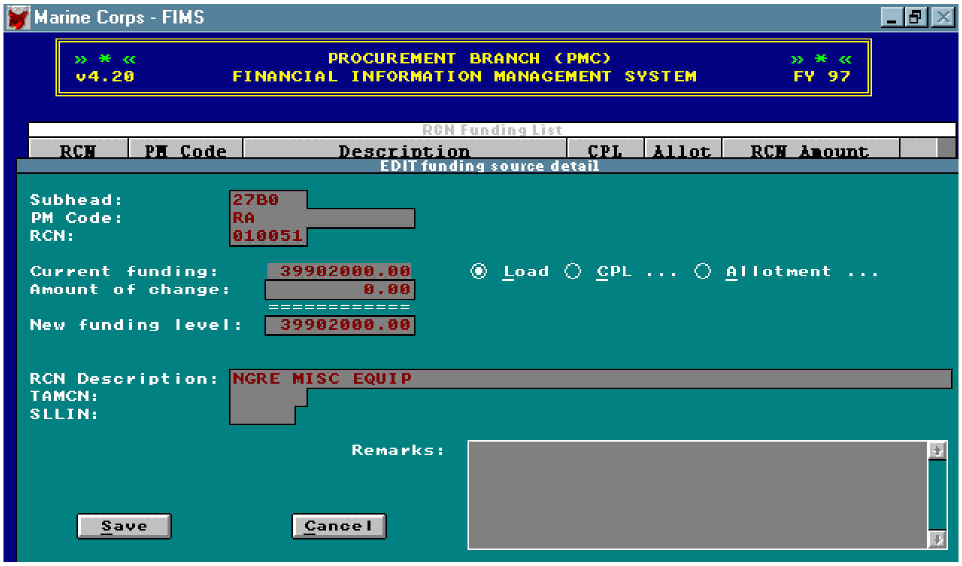
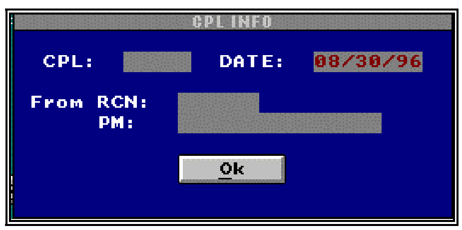
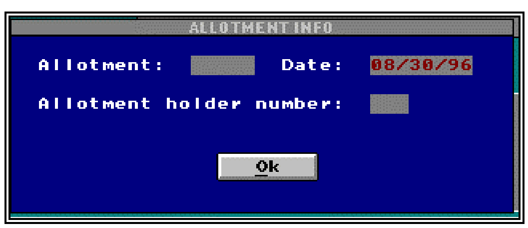


Figure 6-37: RCN Funding Document

Tab through the various fields and change each value as required. If **CPL** is selected (click in the circle to the left of CPL), the following will display.



Fill in the appropriate information and click on the OK button. If **Allotment** is selected, the following will be displayed.



Again, enter the appropriate information and click on OK to continue. Once all information have been entered, click the **Save** button from the RCN Funding Document display (Figure 6-37), and return to the RCN Funding list.

6.4.1.2 New RCN

To create a new RCN, click the **New RCN** button and a blank form is displayed (Figure 6-38).

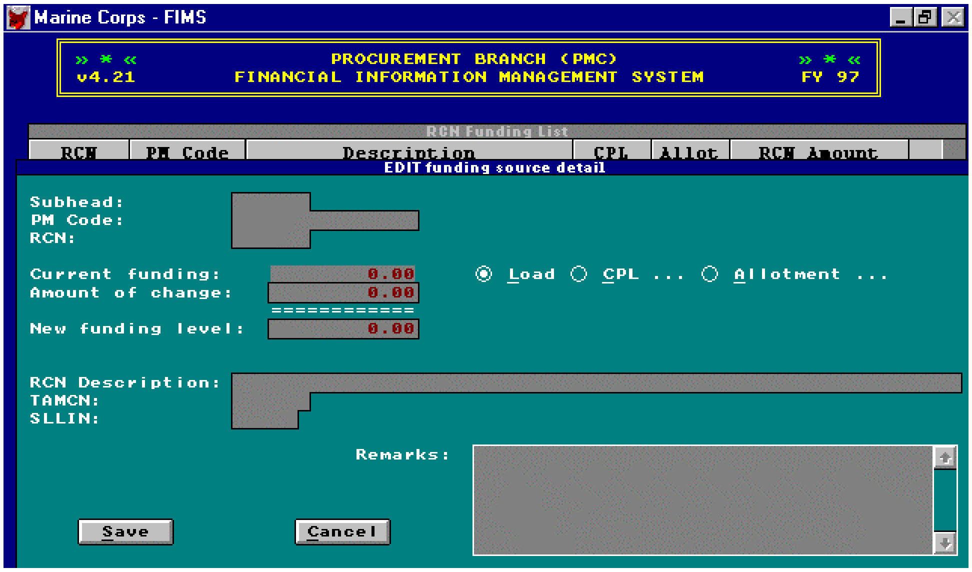
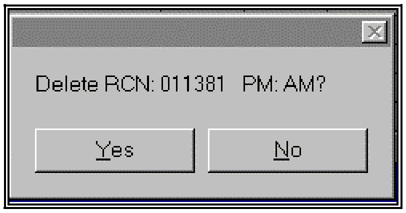


Figure 6-38: New RCN Funding Form

Tab through each field and enter the appropriate information. If either CPL or Allotment is selected, another box will appear requesting additional information (see section 6.2.2.1.1). Once all data has been entered, click the **Save** button to create this new RCN document and return to the RCN Funding list display.

6.4.1.3 Delete an RCN

To delete an RCN, select that RCN from the list and click the **Delete RCN** button. A confirmation message will follow, identifying the action to be taken.



To continue, click the Yes button or No to abort. If there are documents still associated with this form's funding, it can't be deleted. The following message will be displayed.

Click on OK to continue.

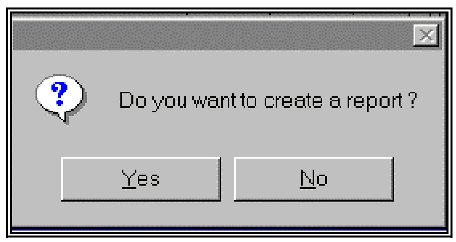
6.4.1.4 FIND AN RCN

To locate a particular RCN in the list, click the **Find RCN** button and enter the requested information in the next screen.

If the document requested exists on the list, its first occurrence will be highlighted.

6.4.1.5 SAVE AND QUIT

To save all changes made during the current session and terminate the Modify Funding activity, click on the **Save and Quit** button. The system will ask if a report is desired before returning to the Funding Management main menu.



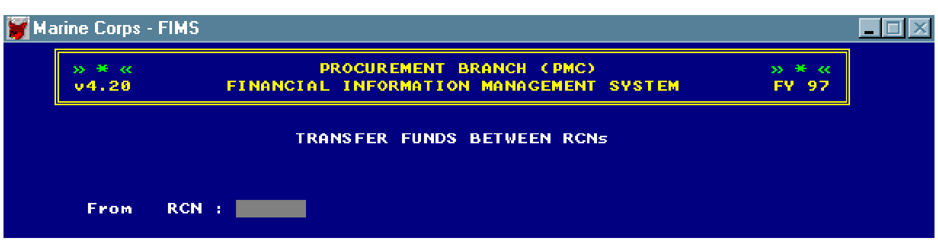
Click on Yes to generate a report with the new changes made or No for the next screen.

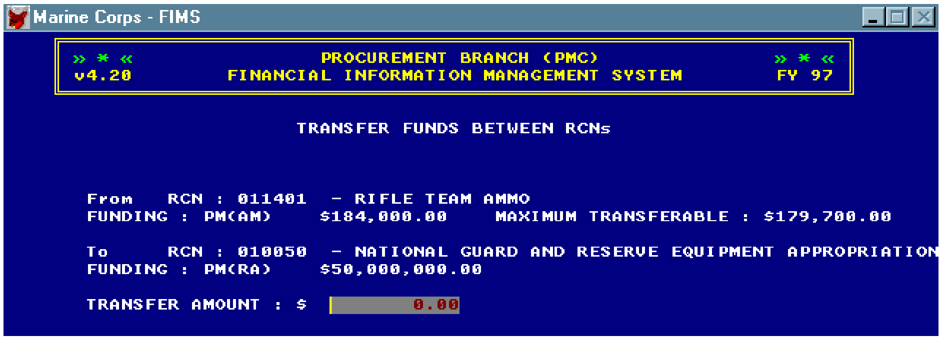
6.4.1.6 CANCEL

To terminate a session without saving any changes, click the **Cancel** button and return to the Funding Management main menu.

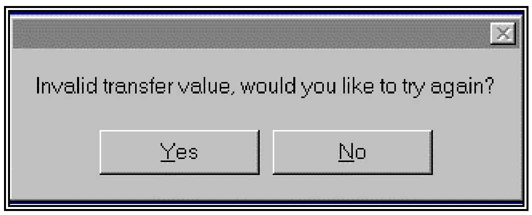
6.4.2 TRANSFER FUNDS

To transfer funds between RCNs, click on the **Transfer Funds** button and the system will ask the user to identify a source and destination RCN and amount to transfer





A drop list of choices is available for the "From" and "To" fields. To view the drop list, leave the field blank and press the Enter key. Select a choice from the list and press the Enter key again. Be sure to enter a valid amount in the "Transfer Amount" field. If not, the following message will be displayed.



Click on Yes to enter another value or No to abort.

6.4.3 Budget Activities

To access this function, click on the **Budget Activities** button and the Budget Activity menu will be displayed (Figure 6-39).

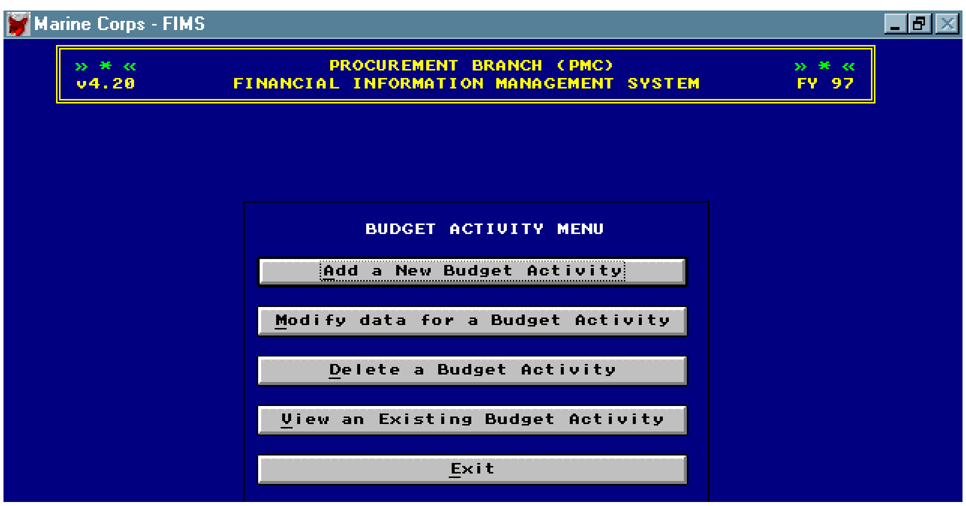


Figure 6-39: Budget Activity Menu

6.4.3.1 ADD A NEW BUDGET ACTIVITY

To accomplish this activity, click the **Add a New Budget Activity** button and a blank activity form is displayed with the fiscal year defaulted to the current year (Figure 6-40).

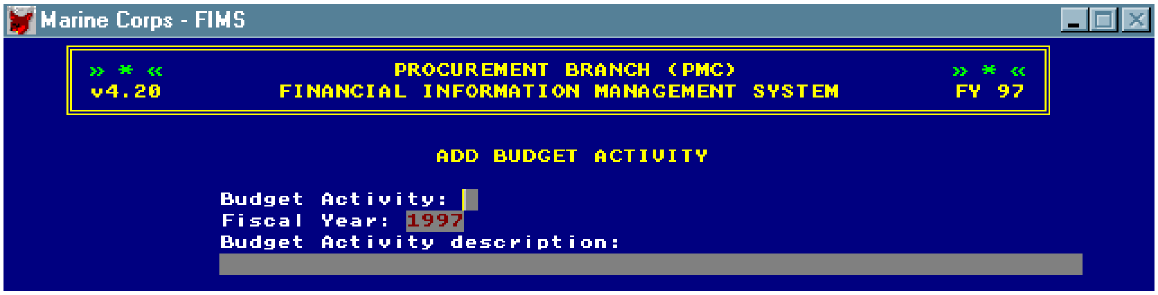


Figure 6-40: Blank Budget Activity Form

Tab through each field and enter the appropriate information. When complete, press the Enter key and respond to each prompt with a 'Y' or 'N', as appropriate.

6.4.3.2 MODIFY DATA FOR A BUDGET ACTIVITY

To change data in a budget activity, click the **Modify Data For a Budget Activity** button and the system will ask for a budget activity to modify (Figure 6-41).

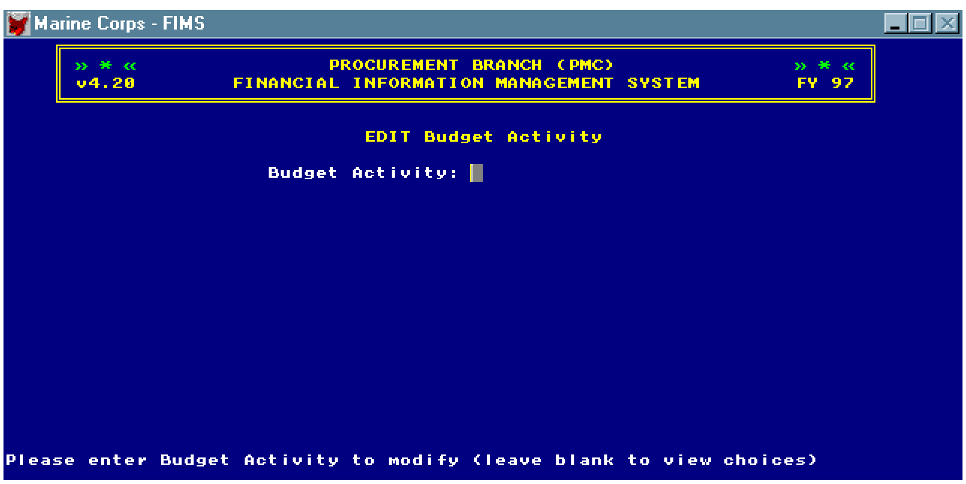


Figure 6-41 : Modify Budget Activity

To view a list of budget activities, leave the field blank and press the Enter key. A drop list will be displayed and a selection can be made from this list. Once a selection is entered and displayed, changes can be made (Figure 6-42).

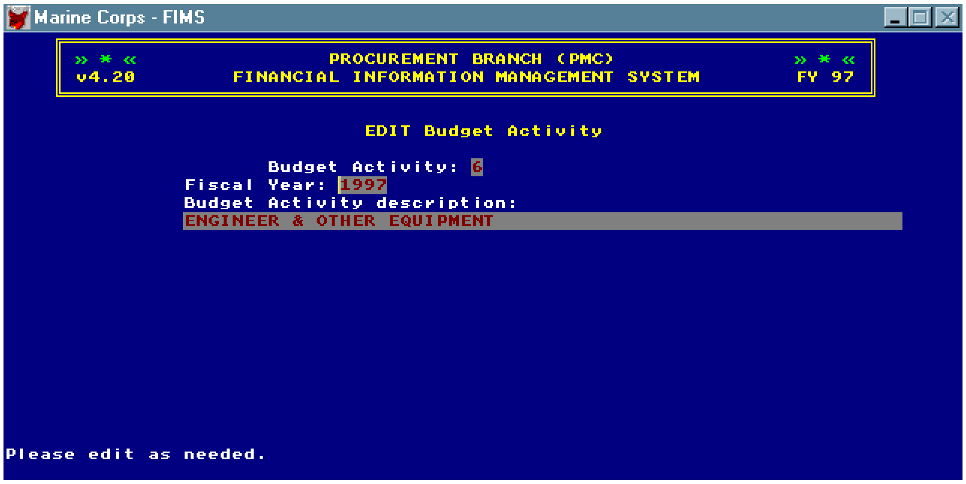


Figure 6-42: Editing a Budget Activity

After changes are made, press the Enter key and the system will confirm the correction and ask if you want to save these corrections. Respond to the prompts with a 'Y' or 'N', as appropriate. When the changes are finally saved, the system will display a message saying the same.

6.4.3.3 Delete a Budget Activity

Click on the **Delete a Budget Activity** button and the system will prompt you for a budget activity to delete (Figure 6-43).

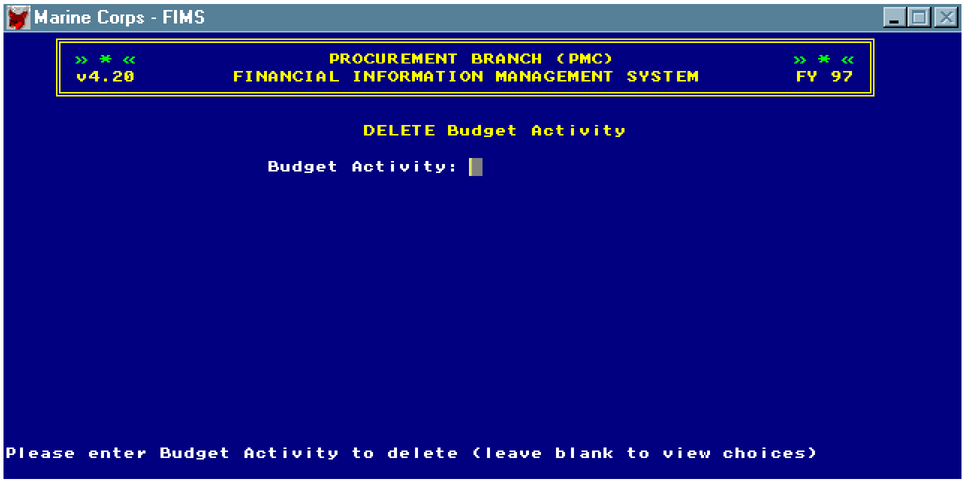


Figure 6-43: Delete a Budget Activity

Enter the requested information or leave the field blank and press the Enter key to view a list of budget activities. Once a selection is made and the information displayed, the system will ask whether it should be deleted (Figure 6-44). Default is 'N'.

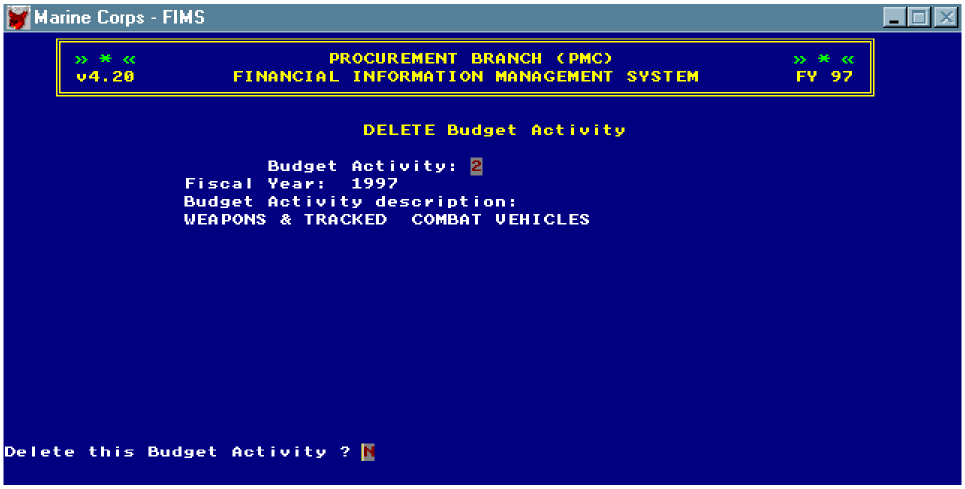


Figure 6-44: Delete Confirmation

To continue with deleting this activity, type a 'Y' in the prompt box and it will be deleted. To abort, simply press the Enter key.

6.4.3.4 VIEW AN EXISTING BUDGET ACTIVITY

To exercise this option, click the **View an Existing Budget Activity** button, enter the activity number, press the Enter key and the information will be displayed. Another option is to leave the field blank and press the Enter key for a drop list of possible choices. Make a selection from the list, press the Enter key and information related to that choice will be displayed (Figure 6-45).

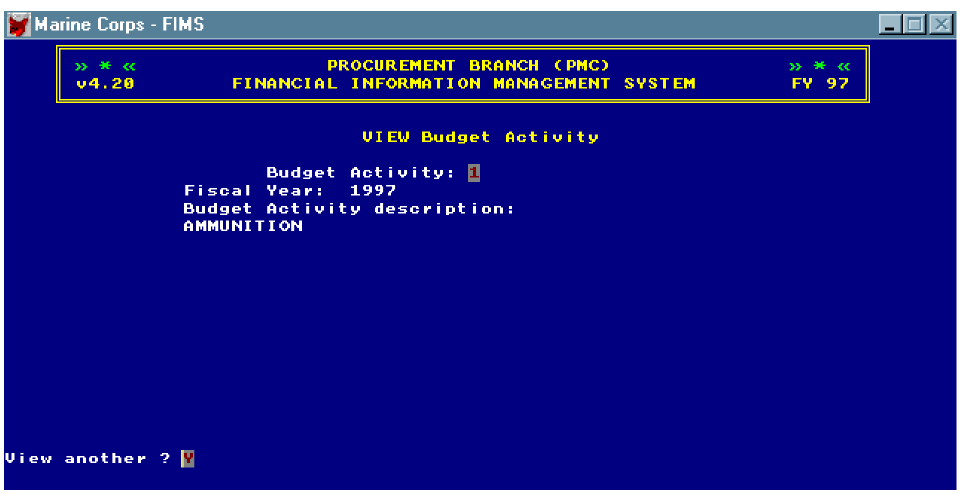


Figure 6-45: View a Budget Activity

To view another budget activity, simply press the Enter key or change the 'Y' in the "View another ?" prompt box to 'N' and terminate this session.

6.4.4 SUBHEADS

Click on the **Subheads** bar and the Subhead menu will be displayed (Figure 6-46).

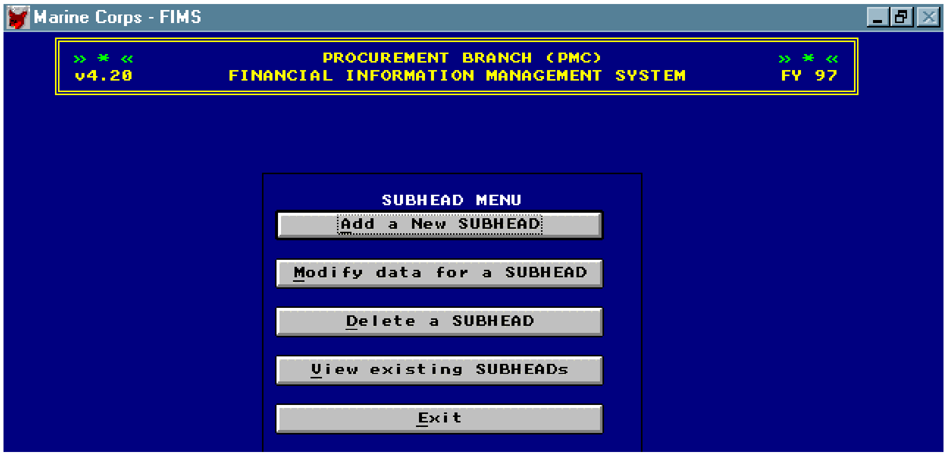


Figure 6-46: Subhead Menu

6.4.4.1 ADD A NEW SUBHEAD

Click on the **Add a New SUBHEAD** button and a blank Subhead form is displayed (Figure 6-47).

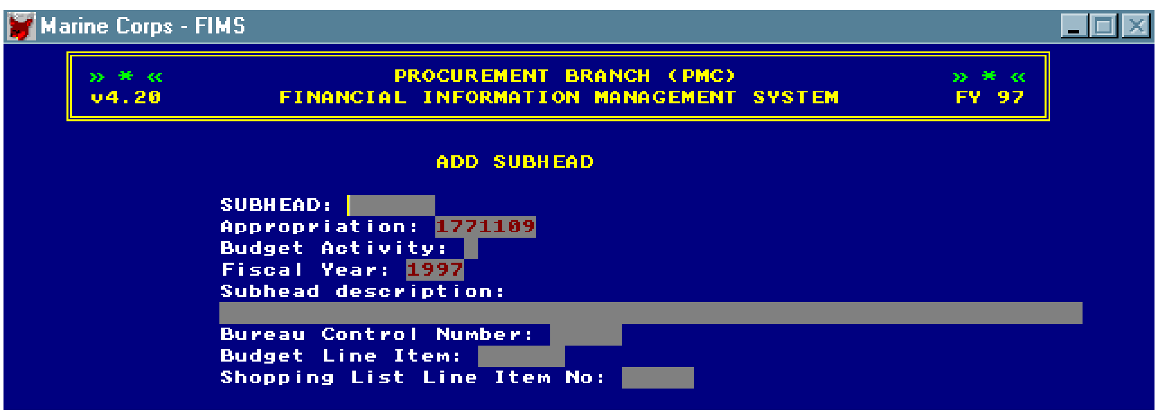


Figure 6-47: Add Subhead Form

Fill in each field with the appropriate information and press the Enter key when done. The Budget Activity field has a drop list to select from. To see this list, leave the field blank and press the Enter key. Make a selection from the list and continue entering data in the other fields. After all the fields have been filled in and the Enter key pressed, the system will prompt the user for confirmation of the data entered and ask if the new subhead should be saved. If the response is 'Y', a message will display that the document has been saved.

6.4.4.2 Modify Data for a Subhead

To change the profile of a Subhead, click on the **Modify data for a SUBHEAD** button and the system will ask for a Subhead to edit (Figure 6-48).

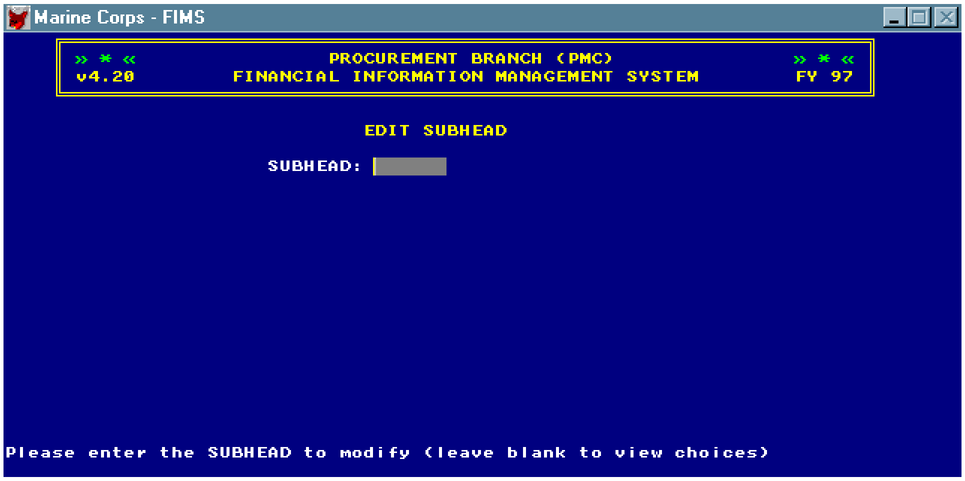


Figure 6-48: Edit a Subhead

Enter the requested information or leave the field blank and press the Enter key to view a drop list of choices (Figure 6-49).

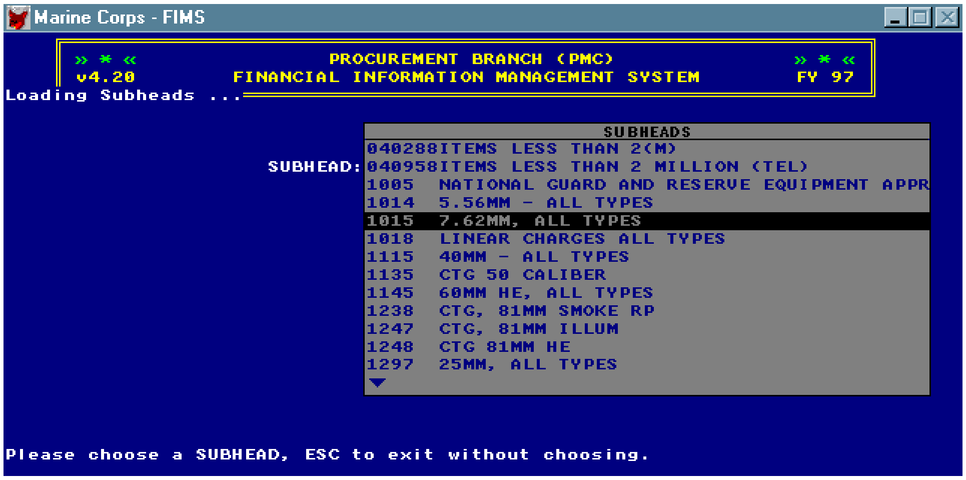


Figure 6-49: Drop List of Choices

Make a selection from this list and press the Enter key. After the subhead is displayed, the user can modify data in the various fields. When done, press the Enter key and the system will prompt the user for a confirmation of the changes made and whether to save these changes. If the user responds with a 'Y' to both prompts, a message will then display saying that the document has been saved.

6.4.4.3 DELETE A SUBHEAD

Click on the **Delete a Subhead** button and the system will prompt the user to enter a subhead identifier to delete (Figure 6-50).

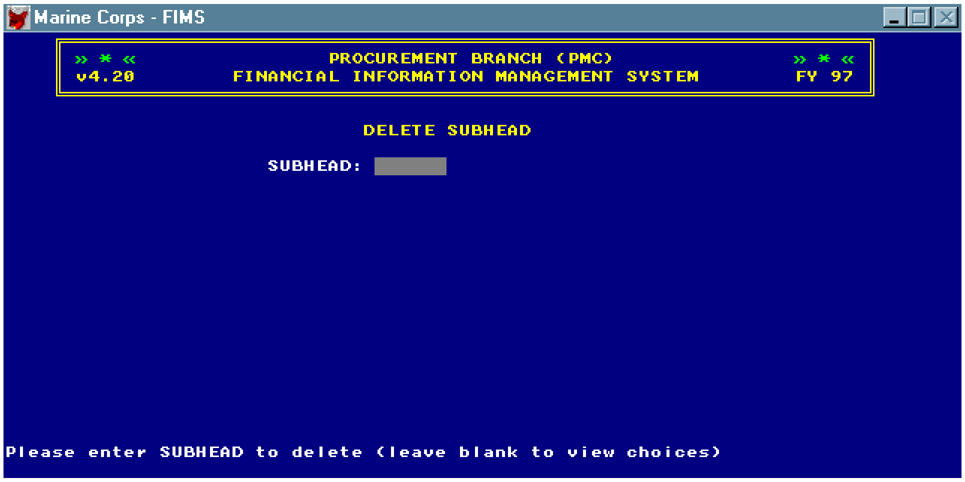


Figure 6-50: Delete a Subhead

Enter the requested information or leave the field blank and press the Enter key for a drop list of choices to select from. After information about the subhead is displayed on screen, the system will prompt the user twice for confirmation to continue with the delete activity. Respond with a 'Y' to both prompts and the subhead will be deleted.

6.4.4.4 VIEW EXISTING SUBHEADS

Click on the **View Existing SUBHEADS** button and the system will prompt the user to identify a Subhead to view (Figure 6-51).

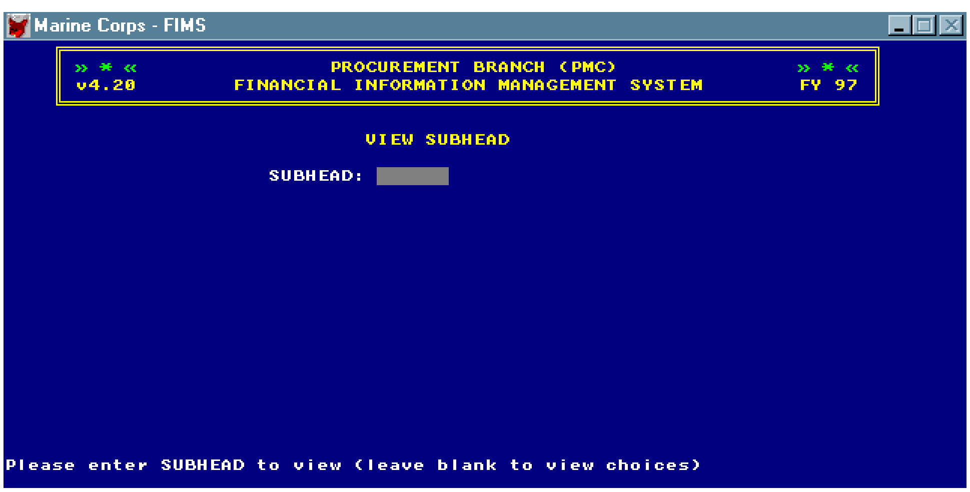


Figure 6-51: View a Subhead

Enter the requested information and press the Enter key or leave the field blank and press the Enter key to view a drop list of choices. After entering a Subhead identifier, the information related to that Subhead is displayed (Figure 6-52).

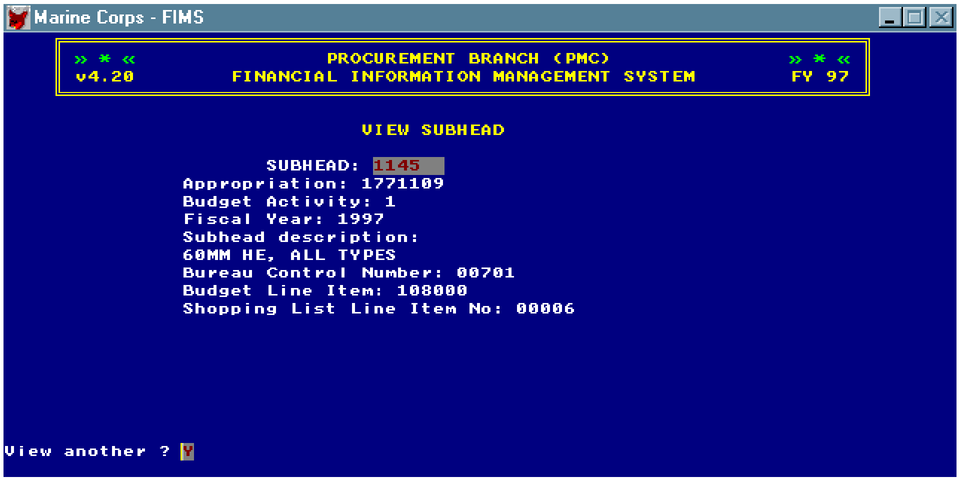


Figure 6-52: Subhead Information

To view information on another Subhead, ensure a 'Y' is in the "View another ?" prompt box and press the Enter key. To terminate this session, respond to the prompt with an 'N'.

6.4.5 PM Codes

Click on the **PM Codes** button and a PM list is displayed (Figure 6-53).

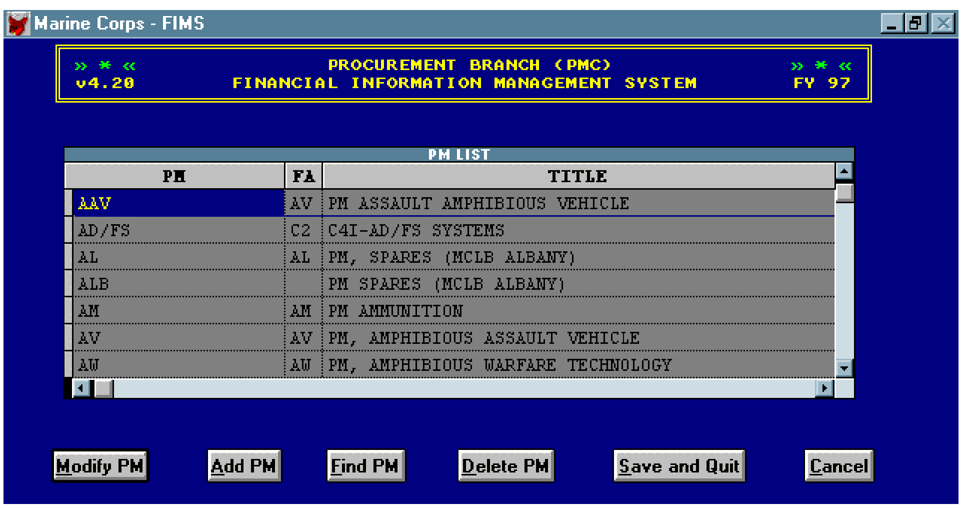


Figure 6-53: PM Code List

6.4.5.1 Modify PM

To change the profile of a PM, select that PM from the PM list and click on the **Modify** button. The PM selected will be displayed and the user will be able to edit the title line of the PM (Figure 6-54).

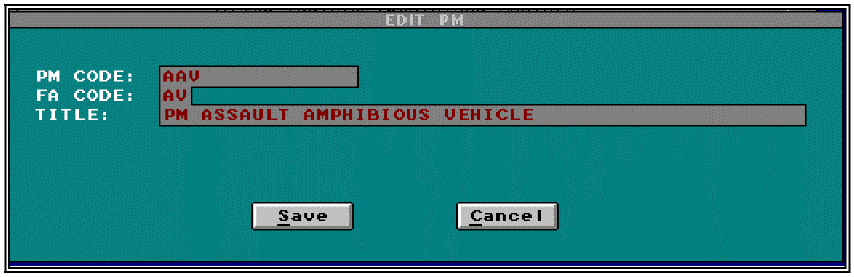


Figure 6-54: Edit PM

When changes are completed, click the **Save** button to retain all changes made to this PM or **Cancel** to abort without saving any changes and return to the previous screen.

6.4.5.2 Add PM

Click the **Add PM** button and a blank PM form will display (Figure 6-55).

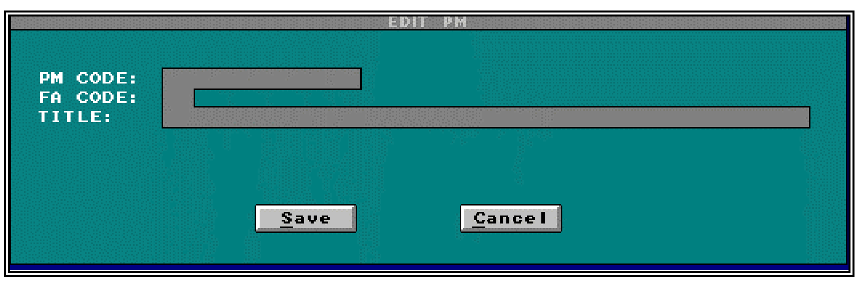
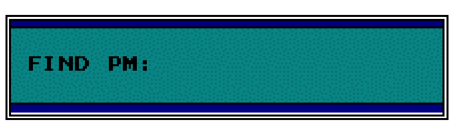


Figure 6-55: Blank PM Form

Enter the requested information and click on the **Save** button when done to save this new PM. Click on **ncel** to abort any changes made and return to the previous screen.

6.4.5.3 Find PM

To quickly locate a particular PM in a long list, click on the **Find PM** button, enter the requested information and press the Enter key.



If the PM requested exists, the first occurrence of that PM is highlighted on the PM list.

6.4.5.4 DELETE PM

☹ ***Only a PM created during the current session can be deleted.***

To delete a PM from the PM list, select that PM and click on the **Delete PM** button or press the 'D' key on the keyboard. If the PM selected was not added during the current session, the following message will be displayed.

Click on the OK button to abort this activity and continue with other actions.

To terminate the current session and save all changes made, click on the **Save & Quit** button. To end the session without saving any changes, click the **Cancel** button.

6.4.6 FIELD ACTIVITIES

Click on the **Field Activities** button and a list of all activities is displayed (Figure 6-56).

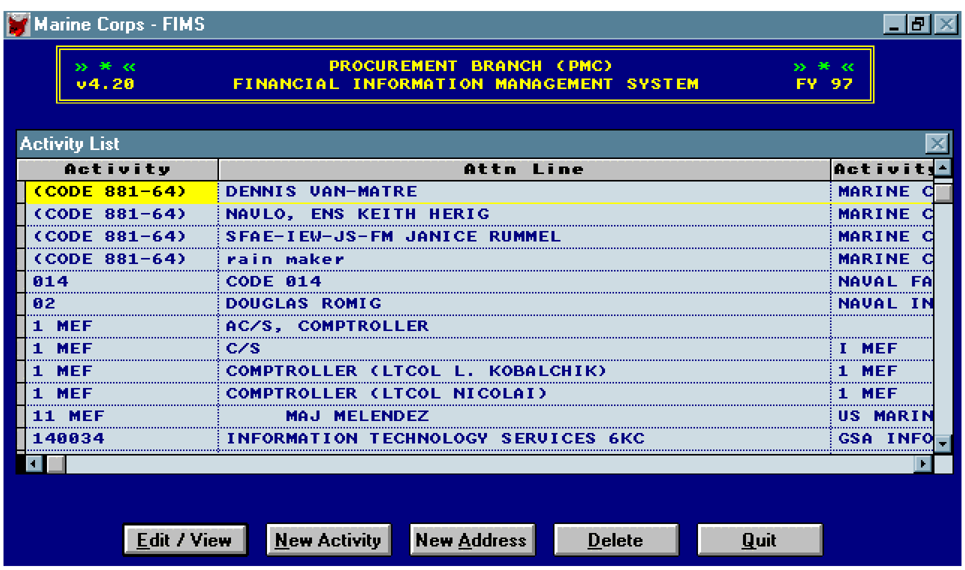


Figure 6-56: Field Activity List

6.4.6.1 EDIT/VIEW AN ACTIVITY

To edit or view an activity, select that activity from the list and click on the **Edit/View** button, and the activity will be displayed (Figure 6-57).

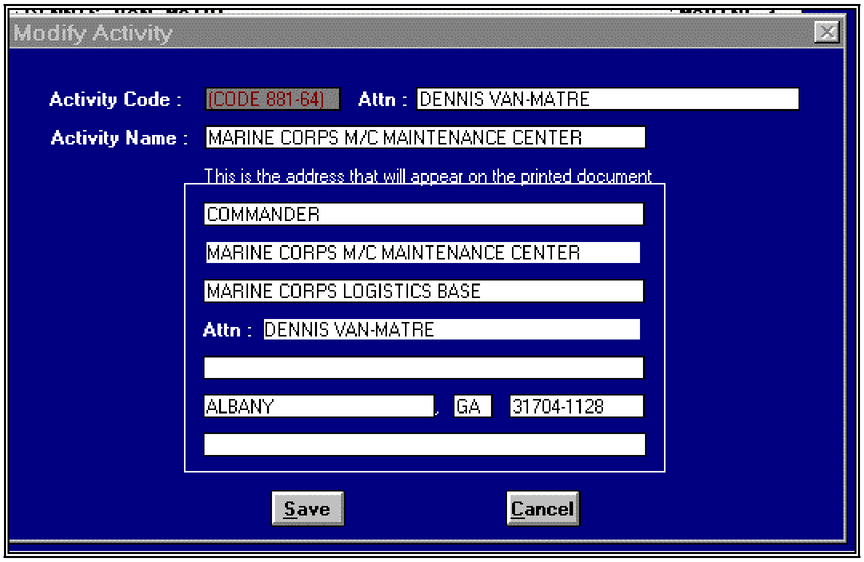


Figure 6-57: Activity Display

To edit this activity, tab through the various fields, make the appropriate changes and click on the [redacted]n to retain all changes made. To undo any changes made, click on the [redacted].

6.4.6.2 NEW ACTIVITY

To create and add a new activity, click on the **New Activity** button and a blank activity form is displayed (Figure 6-58).

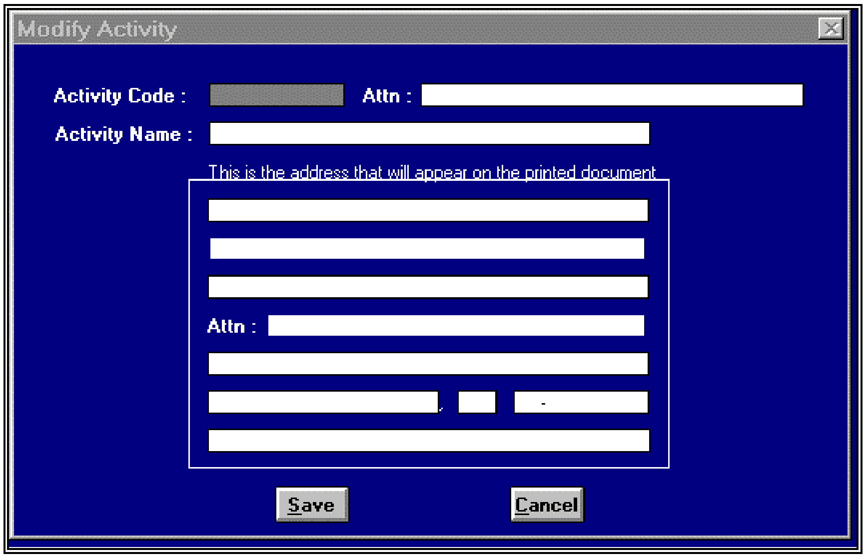


Figure 6-58: New Activity Form

Tab through each field and enter the information requested. When done, click on **Save** to create and add this new activity to the list. To abort, click the **Cancel** button.

6.4.6.3 NEW ADDRESS

To change the address of an existing activity, while retaining a record of the original, first select an activity (original) from the list and click on the **New Address** button. The activity will be displayed (Figure 6-59).

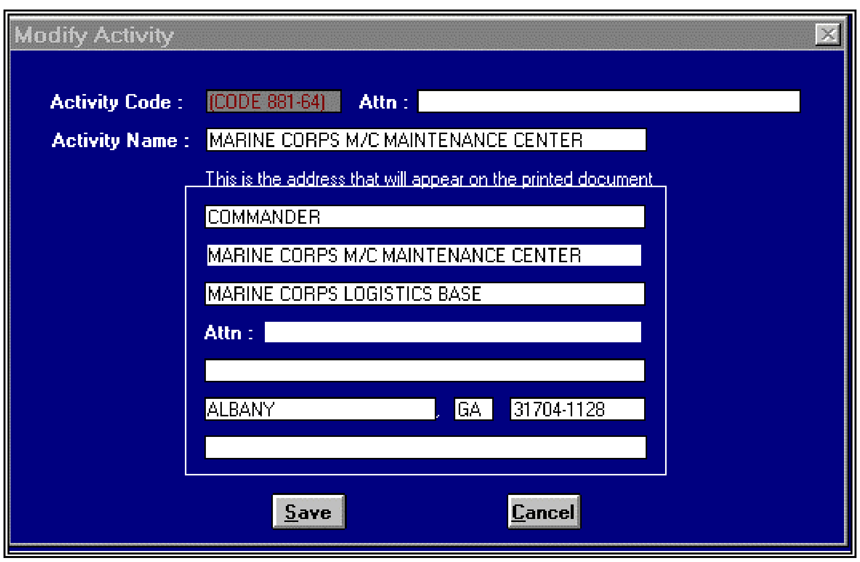
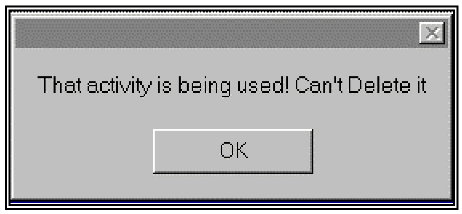


Figure 6-59: New Address Display

Make the appropriate changes on this activity and click the **Save** button. A new activity reflecting these changes will be created and added to the list while still retaining the original activity with its values unchanged. To undo any changes made and abort this option, click on the **Cancel** button.

6.4.6.4 DELETE AN ACTIVITY

To delete an activity, first select it from the activity list and click on the **Delete** button. The system will ask if you're sure, and if you click on Yes, the activity will be deleted. If the activity is specified on any existing/active document(s), it can't be deleted. The following message will be displayed.



Click on OK to abort the delete activity and continue.

6.5 REPORT OPTIONS

Click on the **Report Options** bar and the Display/Reporting Options menu is displayed (Figure 6-60).

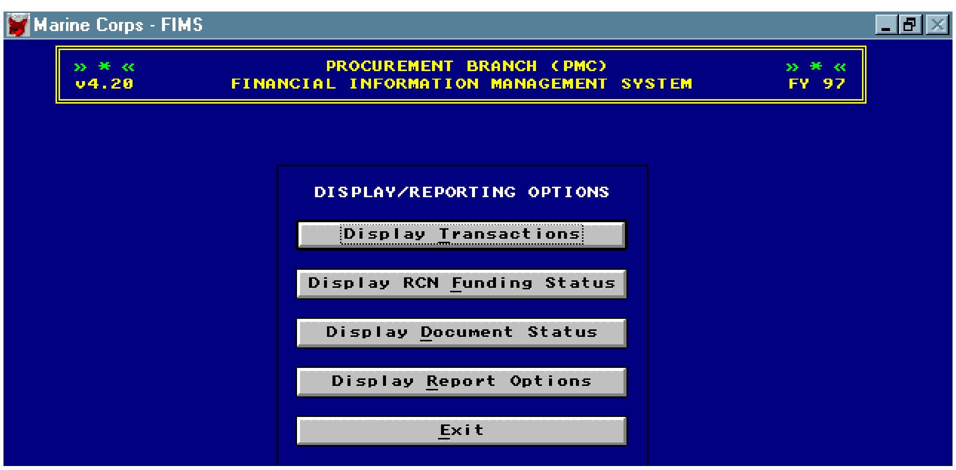


Figure 6-60: Report Options Menu

The four options available during this session are summarized below:

Display Transactions	view transaction history of documents
Display RCN Funding Status	view an RCNs funding profile
Display Document Status	view document status by document type
Display Report Options	view, save to file or print out a number of reports

6.5.1 DISPLAY TRANSACTIONS

NOTE: Module down for maintenance as of 6 September 96

6.5.2 DISPLAY RCN FUNDING STATUS

To view the funding profile of an RCN, click on the **Display RCN Funding Status** button, and the system will ask the user to input an RCN (Figure 6-61).

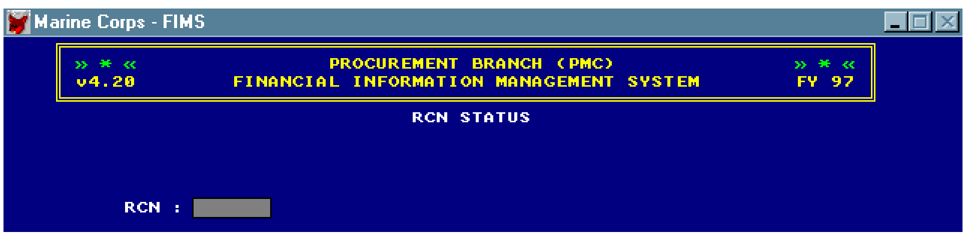


Figure 6-61: Identify RCN

Enter the requested information or leave the field blank and press the Enter key for a drop list of choices (Figure 6-62).

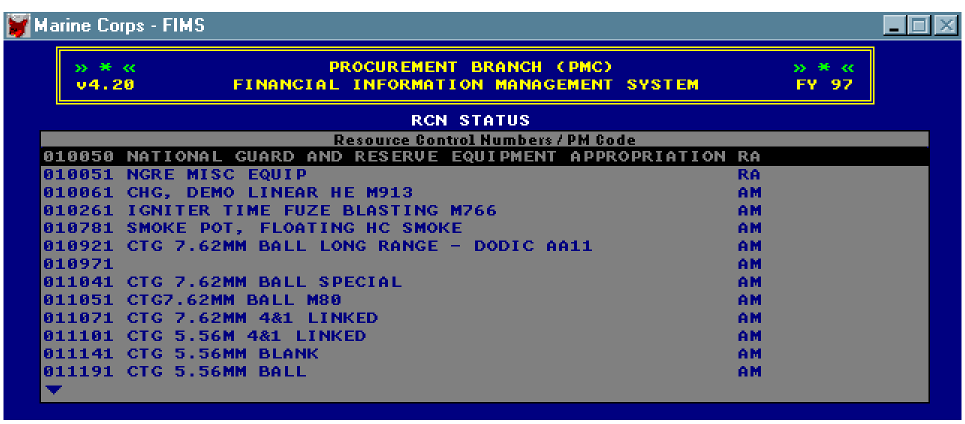


Figure 6-62: RCN Drop List

Make a selection from this list by clicking on a line or highlighting the line and pressing the Enter key. Once a choice is made, the requested information is displayed (Figure 6-63).

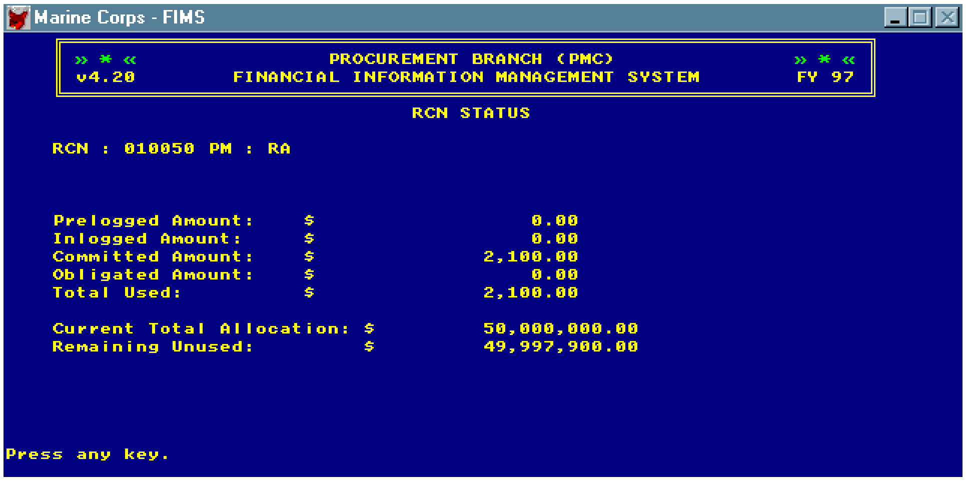


Figure 6-63: RCN Funding Information

When done viewing the information, press any key on the keyboard to return to the RCN list.

6.5.3 DISPLAY DOCUMENT STATUS

Click on the **Display Document Status** button and the system will request a document number (Figure 6-64).

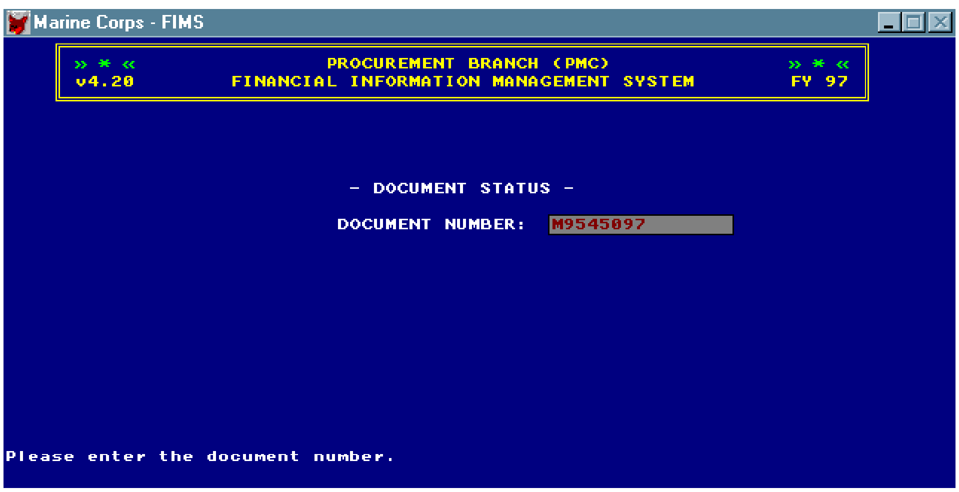


Figure 6-64: Document Number Input

Complete filling in the requested information, press the Enter key and the information requested is displayed (Figure 6-65).

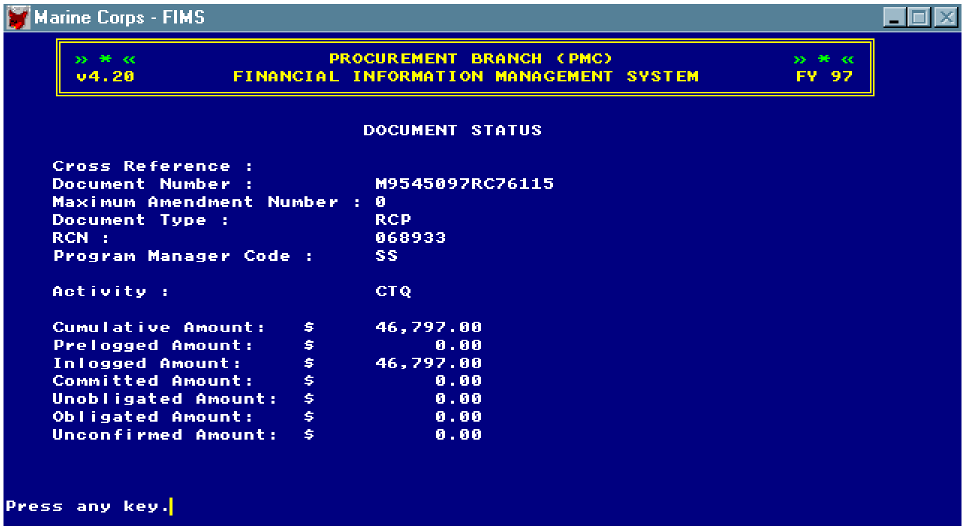


Figure 6-65: Document Status Display

When done viewing the requested information, press any key on the keyboard to continue. If the information requested is not in the database, the following message will be displayed.

Click on OK to continue.

6.5.4 DISPLAY REPORT OPTIONS

Click on the **Display Report Options** button and the Report Menu will be displayed (Figure 6-66).

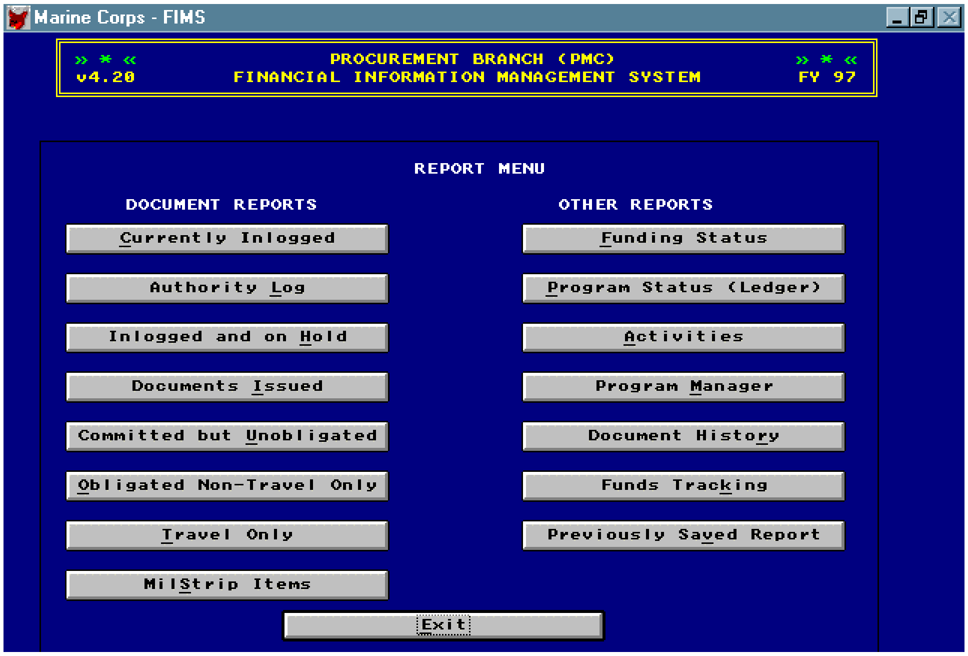


Figure 6-66: Report Options Menu

☹ ***While the system is creating or printing a report, the user has the option of aborting further activity by pressing the Escape (Esc) key. This action will halt further processing and return the user to the previous screen display. This option applies to all reports.***

After the system has generated the requested report and displayed it on screen, the user will be given the option of printing it, saving it to a file, or exiting.

Some of these reports will be automatically generated after clicking on a selection, without further user inputs. Once generated, the user will be given a choice of printing the report or saving it to a file. The following selections will *automatically* create a report without further inputs from the user:

Currently Inlogged
Authority Log
Inlogged and On Hold
Obligated Non-Travel Only
MilStrip Items
Activities
Program Manager

The remainder will ask for more information before creating a report.

6.5.4.1 DOCUMENTS ISSUED

Click on the **Documents Issued** button and a menu of choices is displayed (Figure 6-67).

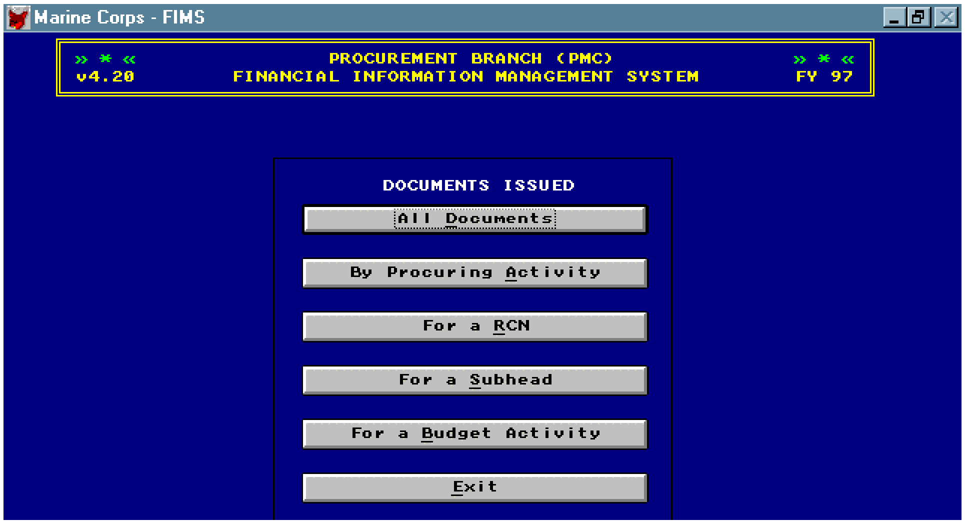
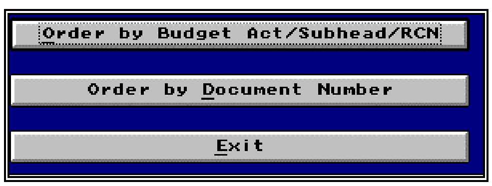


Figure 6-67: Documents Issued Menu

If **All Documents** are selected, the system will offer two more options to select from.



Click on a selection and the system will create that report.

Click on the other options (from the Documents Issued menu), as required, to create that type report.

6.5.4.2 COMMITTED BUT UNOBLIGATED

Click on this button and the system will display two more choices (Figure 6-68).

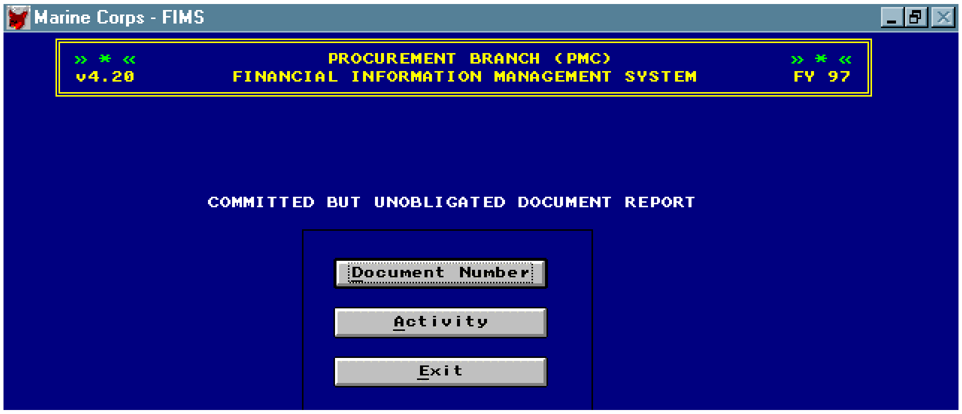


Figure 6-68: Committed But Unobligated Report Options

Click on either option and the appropriate report will be created.

6.5.4.3 TRAVEL ONLY

To create this report, click the **Travel Only** button and more selections will be displayed (Figure 6-69).

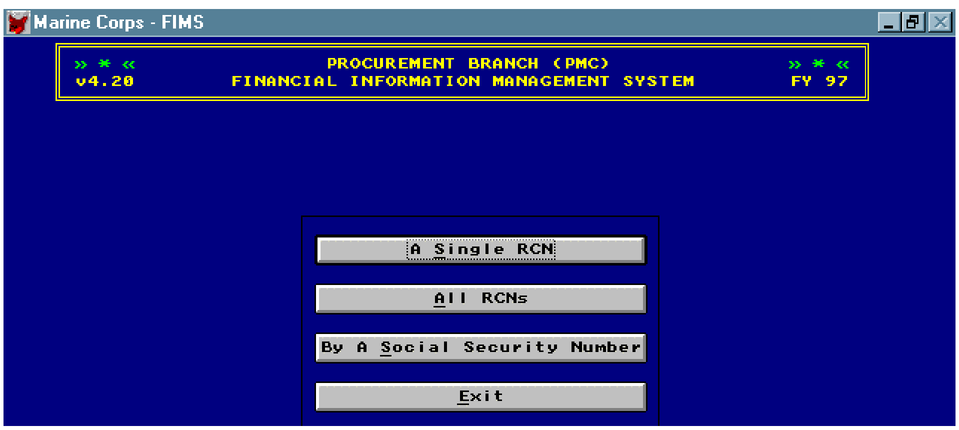


Figure 6-69: Travel Report Options

If **A Single RCN** or **By a Social Security Number** is selected, the system will ask for additional input from the user before creating that report. Clicking on **All RCNs** will create that report with no further inputs required from the user.

6.5.4.4 FUNDING STATUS

Click on this option and the system will display additional selections (Figure 6-70).

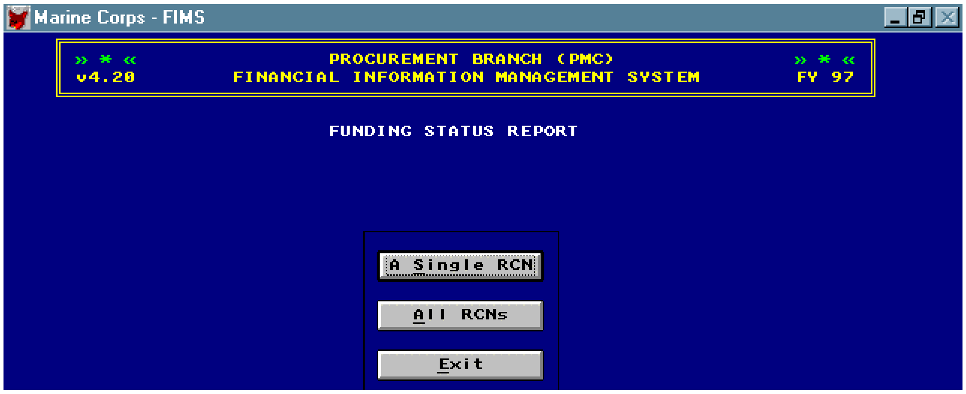


Figure 6-70: Funding Status Report Options

Click on **A Single RCN** and the system will ask the user to identify the RCN requested. Enter that information and a report will be created. Select **All RCNs** and a report is created without further inputs from the user.

6.5.4.5 PROGRAM STATUS (LEDGER)

Click on this option and the system will ask for an RCN. Provide the appropriate information and a report will be created.

6.5.4.6 DOCUMENT HISTORY

To generate a Commitments and Obligations report, click the **Document History** button, enter the requested information for a document number and the system will create the requested report

6.5.4.7 Funds Tracking

To create this report, click on the **Funds Tracking** button and select a more specific report from the following menu (Figure 6-71).

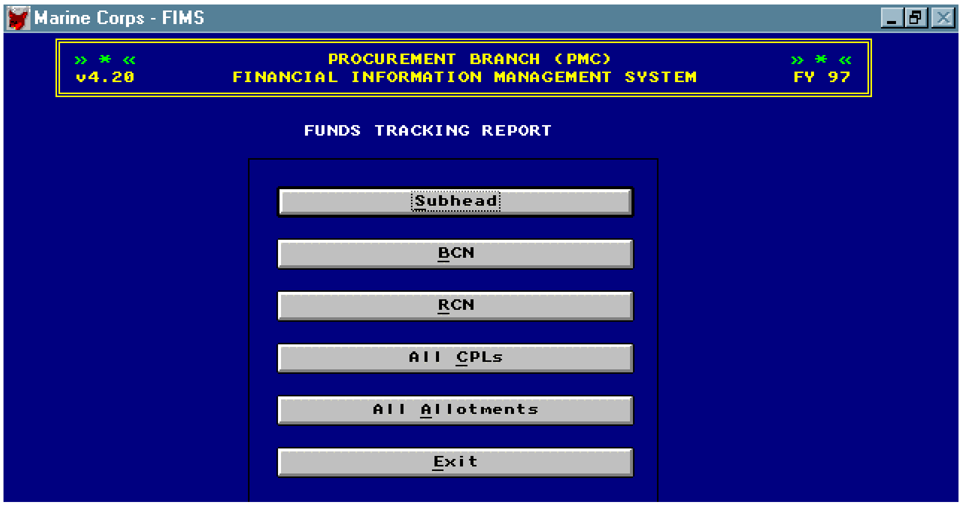


Figure 6-71: Funds Tracking Report Options

Click on a selection and that report will be generated.

6.5.4.8 Previously Saved Report

As noted in section 6.5.4, Display Report Options, after a report is created and displayed on screen, the user has the option of printing it, saving it to a file (floppy disk, hard disk, etc.) or exiting. If "save to a file" was selected, then the report was stored to that file (filename created by user), on the device (floppy disk, hard disk, etc.) selected by the user. This option will allow a user to retrieve the report (from disk or floppy) and display it on screen. When this option is selected, the open dialog box will be displayed (Figure 6-72).

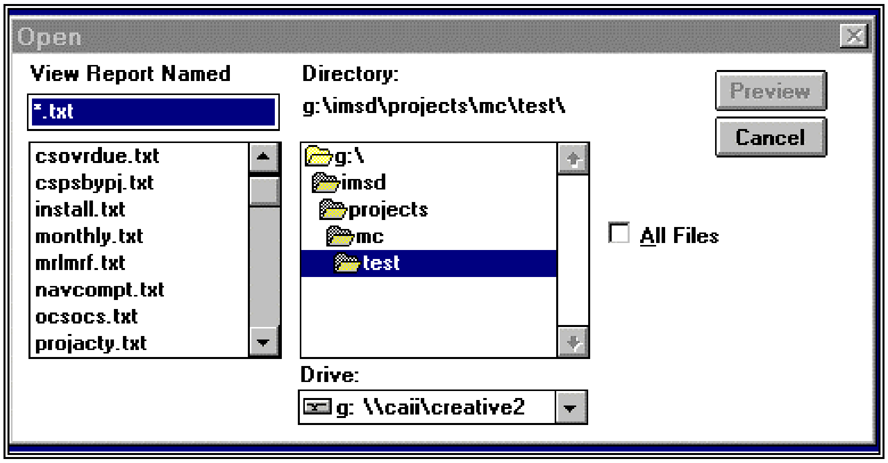


Figure 6-72: Open a Saved Report

The user needs to identify the drive, directory and filename of the report to open (information user created when saving the report). For more detailed information on how to open a file, refer to any DOS or Windows manual and read the section regarding saving and opening a file.

6.6 UTILITY OPTIONS

Click on this button and the Utilities Menu is displayed (Figure 6-73).

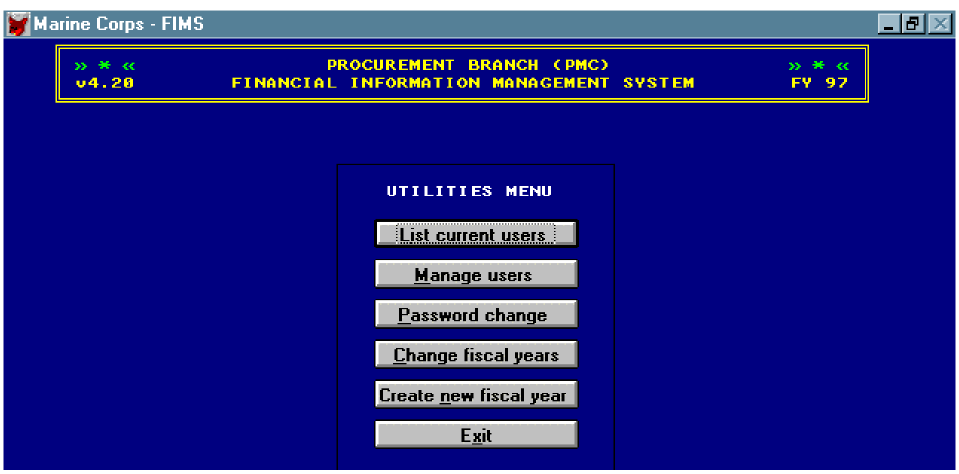


Figure 6-73: Utilities Options Menu

The five options available in this session are summarized below.

List current users	look at current users of the system
Manage users	edit, add or delete users (access limited)

Password change change a user's password

Change fiscal years change the current fiscal year

Create new fiscal year create a new fiscal year

6.6.1 LIST CURRENT USERS

To view a list of current users of the system, click the **List current users** button and the following list will be displayed (Figure 6-74).

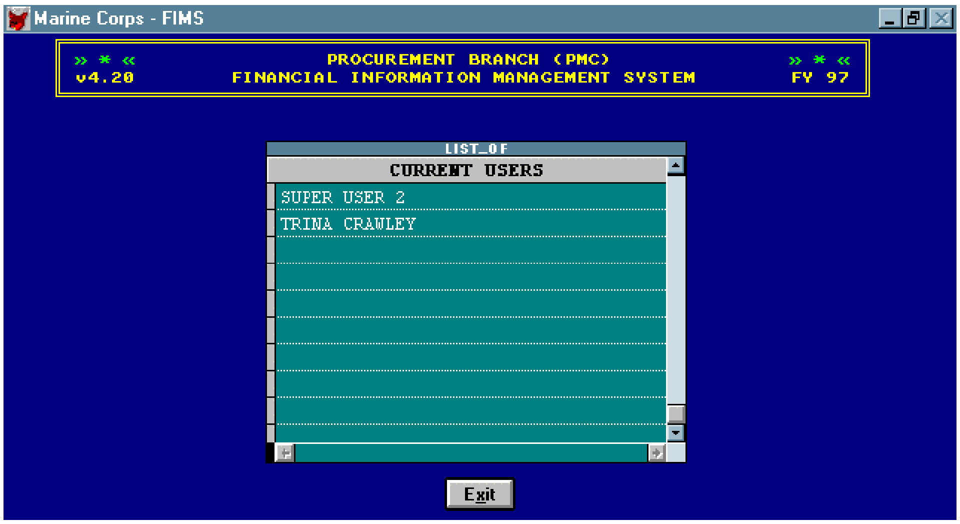


Figure 6-74: System User List

If the list is longer than a screen page, scroll up or down the list by clicking on the directional arrow heads located on the right side of the list.

6.6.2 Manage Users

☹ ***Access to this option will be limited to a few key positions within the organization, such as the System Administrator and Program Manager.***

To edit, delete or add a user, click the **Manage Users** button and the following screen is displayed (Figure 6-75).

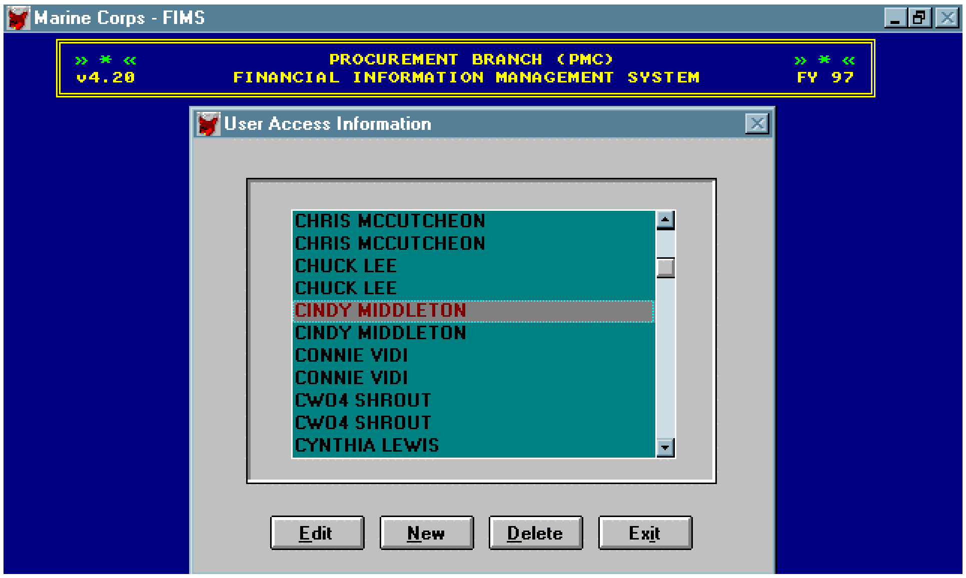


Figure 6-75: Edit Users List

To edit a user's profile, highlight the user's name and click on the Edit button. The individual's record is displayed (Figure 6-76).

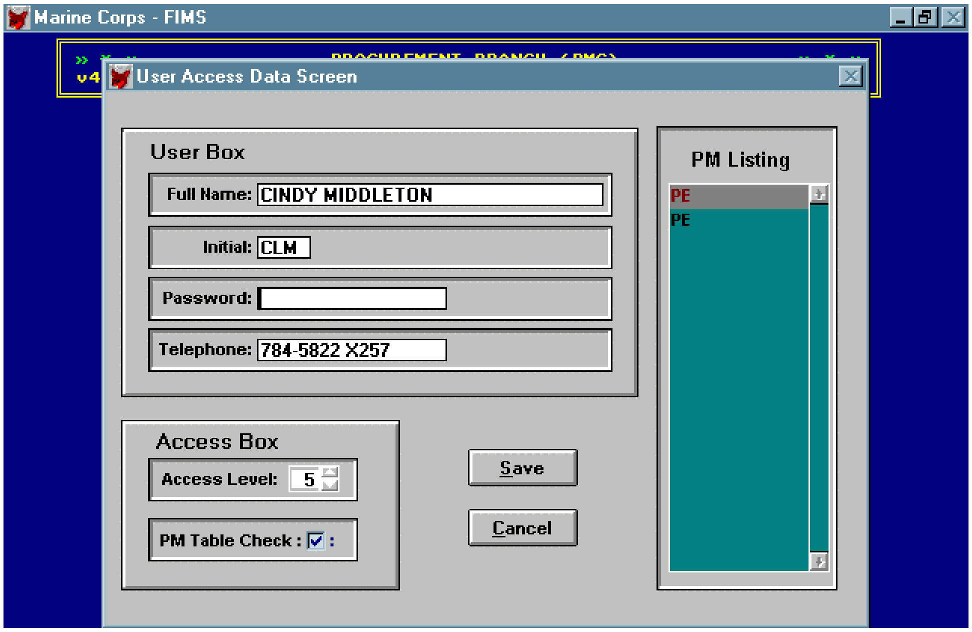


Figure 6-76: Edit User's Profile

Edit the appropriate field(s) and click the **Save** button to retain all changes or **Cancel** to abort.

To add a new user to the list, click the **New** button and a blank record is displayed (Figure 6-77).

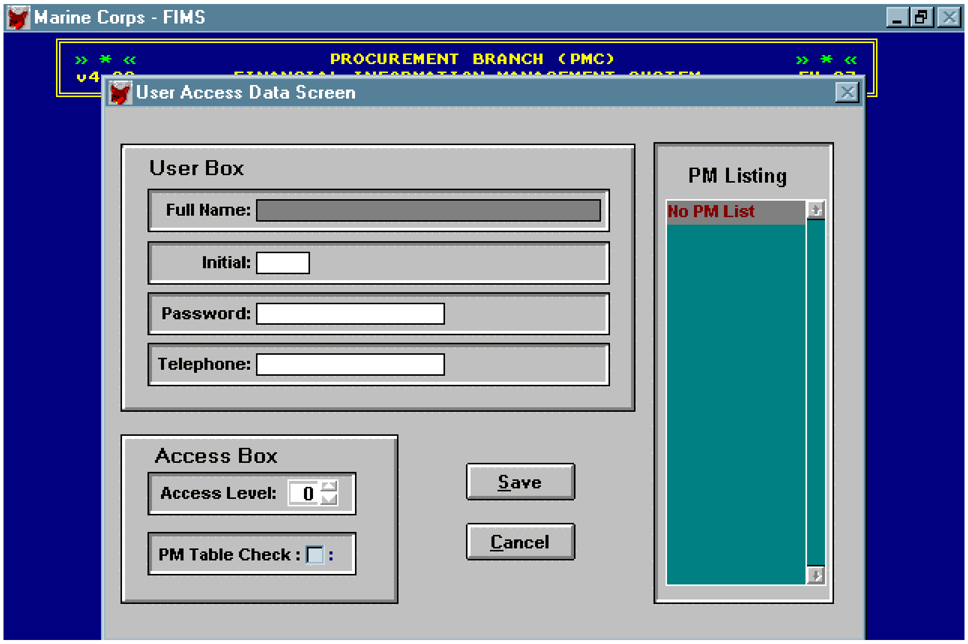
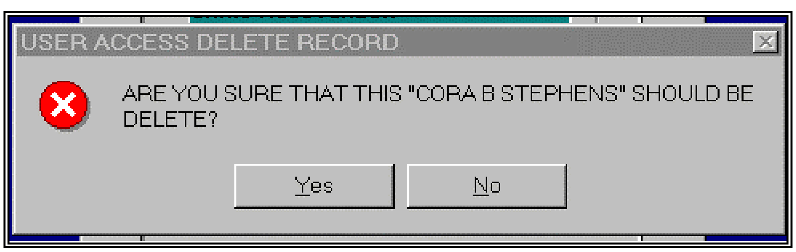


Figure 6-77: New User Form

Enter data in the appropriate fields and click on **Save** to create a new record or **Cancel** to abort.

To delete a user from the list, first highlight the user's name and click on the **Delete** button. The system will respond with the following message.



Click on Yes to delete the record or No to abort.

6.6.3 Password Change

To change the current user's password, click the **Password change** button and that record will be displayed (Figure 6-78).

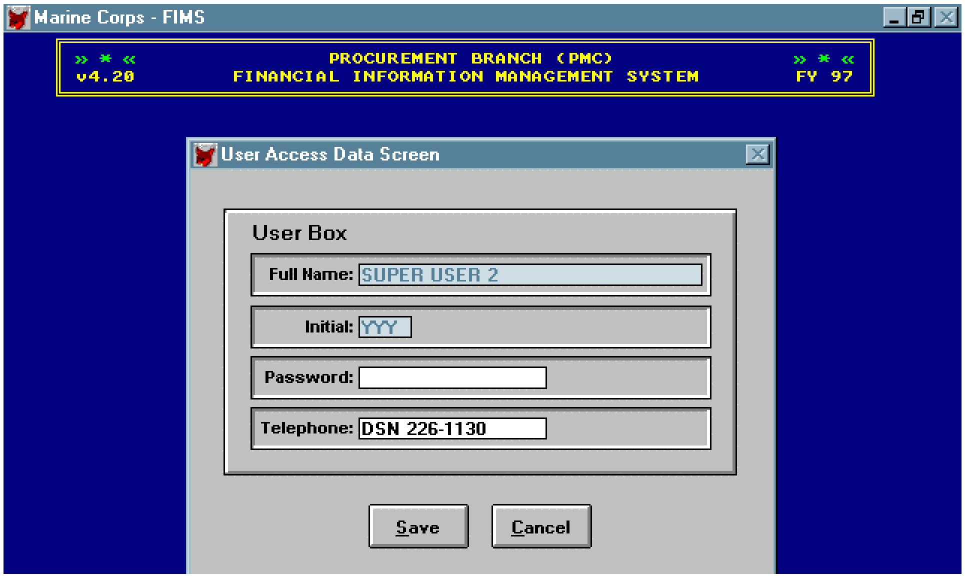
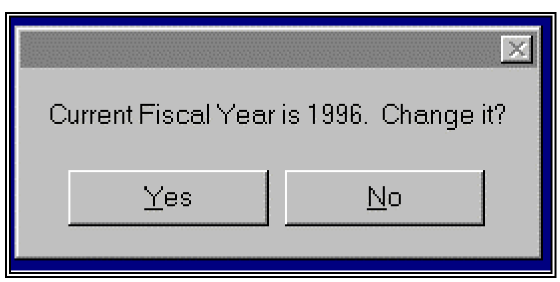


Figure 6-78 : Password Change Display

Enter a new password and click on **Save** or **Cancel** to abort.

6.6.4 Change Fiscal Years

To work with or look at information in another fiscal year, click the **Change fiscal years** button, and the system will first display the current fiscal year and ask if the user wants to change it.



If Yes is selected the following prompt will ask for the new fiscal year.

Enter the year desired in the box and press the Enter key.

6.6.5 CREATE NEW FISCAL YEAR

To create a new fiscal year, click the **Create new fiscal year** button and a prompt will ask for the new fiscal year.

Enter a new fiscal year and press the Enter key. If the year already exists, a message will inform the user that the "New FY already exists".

If the new fiscal year is a valid entry (doesn't already exist), the next message will identify the activity to be performed.

Enter a 'Y' in the box to continue or 'N' to abort (default is 'N'). If 'Y' is entered, the user will be asked to confirm this action.

Type CONFIRM in the box and press the Enter key to complete this activity. If CONFIRM is not typed and the Enter key is pressed, another message will appear below the CONFIRM message.

This aborts the **Create a new fiscal year** activity. Press any key on the keyboard to continue.